



Suggested 2022-23 School Site Council Timeline/Checklist

(Revised July 2022)

Month	Title I and LCFF School Site Council Activities
Meeting 1 September	<input type="checkbox"/> School Site Council Elections (if needed; ideally occur in spring of previous year) <input type="checkbox"/> Develop a School Site Council Roster <input type="checkbox"/> Hold first SSC meeting (by September 30) <input type="checkbox"/> Sign up for SSC Training, if needed (every 2 years) <input type="checkbox"/> Develop meeting calendar (Submit calendar and list of SSC members with contact information to State and Federal programs by Oct 3rd.) <input type="checkbox"/> Review current SPSA to ensure alignment and assess for any material revisions <input type="checkbox"/> Hold a Title I parent meeting
Meeting 2 Oct.- Dec.	<input type="checkbox"/> Monitoring of 22-23 SPSA with discussion/approval of revisions to plan/budget <input type="checkbox"/> Share the Annual Notification of the Uniform Complaint Procedures (UCP) with SSC <input type="checkbox"/> SSC approves 22-23 School Parent & Family Engagement Policy and Compact, based on new ESSA templates , if this has not been completed. <input type="checkbox"/> Submit calendar and list of SSC members with contact information into State and Federal programs by Oct 3.
Meeting 3 Nov.- Dec.	<input type="checkbox"/> Monitoring of 22-23 SPSA with discussion/approval of revisions to plan/budget <input type="checkbox"/> Complete Mid-year review of goals and strategies <input type="checkbox"/> Document potential Mid-Year review observations to be incorporated in budget development preparations and following year's SPSA <input type="checkbox"/> Review current LCAP to identify and potential district goals for alignment consideration
Meeting 4 Jan.- Mar.	<input type="checkbox"/> Monitoring of 22-23 SPSA with discussion/approval of revisions to plan/budget <input type="checkbox"/> Add final Title I allocation and carryover to budget and SPS
Meeting 5 Mar. – Apr.	<input type="checkbox"/> SSC approves 2023-24 School Parent & Family Engagement Policy and Compact for distribution in 2023-24 <input type="checkbox"/> Share district draft LCAP with SSC/Community <input type="checkbox"/> Hold SSC Election for 2023-24 school year, if needed <input type="checkbox"/> Complete the Annual Evaluation of 22-23 SPSA in preparation for development of the following year's SPSA
Additional Meeting May-June	<input type="checkbox"/> Adjustment to SSC by-laws if needed <input type="checkbox"/> School Site Council SPSA approval

*The following documents must be submitted to Nicole-Adams@scusd.edu and Kelley Odipo at Kelley-Odipo@scusd.edu at State and Federal Programs:

- School Site Council meeting schedule for the current school year
- Names and contact information for all School Site Council members
- All School Site Council agendas and minutes