Suggested *2022-23* School Site Council Timeline/Checklist
(Revised July 2022)

Sacramento City Unified School District

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

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