



2023-24 School Site Council & SPSA/LCAP Timeline

(Revised July 2023)

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 29) ☐ 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 (can be done during back to school night)
Meeting 2 Oct.- Dec.	☐ Monitoring of 23-24 SPSA with discussion/approval of revisions to plan/budget ☐ Share the Annual Notification of the Uniform Complaint Procedures (UCP) with SSC ☐ SSC approves 23-24 School Parent & Family Engagement Policy and Compact, based on new ESSA templates . ☐ Submit calendar and list of SSC members with contact information into State and Federal programs by Oct 3.
Meeting 3 Nov.- Dec.	☐ Monitoring of 23-24 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 23-24 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 2024-25 School Parent & Family Engagement Policy and Compact for distribution in 2024-25 ☐ Share district draft LCAP with SSC/Community ☐ Hold SSC Election for 2024-25 school year, if needed ☐ Complete the Annual Evaluation of 23-24 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 Tiffany-Snowdon@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, minutes and sign ins**

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