

**School Site Council Minutes**  
**Monitoring and Evaluating the SPSA**

**Responsibility of the School Site Council (SSC):**

- Annually evaluate the implementation of, and results achieved by, the program using data from the state's annual assessments and other indicators of academic achievement
- Determine whether the program has been effective in increasing the achievement of students in meeting the state's academic standards, particularly for those students who had been furthest from achieving the standards
- Revise the plan, as necessary, based on the results of the evaluation, to ensure continuous improvement of students in the program

**School Site Council minutes must reflect active monitoring and evaluation of Title I funded programs and activities:**

- Records (i.e., agendas, meeting minutes, sign-in sheets, etc.) of SSC's involvement in evaluating the effectiveness of programs and services specified in the SPSA
- Evaluation report and evidence used to determine the effectiveness of Title I funded activities, which identify what is working or not working, and note modifications made to improve services

**Sample guiding questions for the SSC:**

1. How does this strategy impact student learning and academic achievement?
2. What data are we using to drive the SSC's discussions about this strategy?
3. If this program has helped improve student learning, what can be done to make it even better?
4. If this expenditure has not had a positive impact on student achievement, what will be done to modify, change, or replace it?