

**Suggested *2021-22* School Site Council Timeline/Checklist**

**(Revised July 2021)**

|  |  |
| --- | --- |
| **Month** | **Title I and LCFF School Site Council Activities** |
| **Meeting 1**  **September** | 🞏 School Site Council [Elections](https://www.scusd.edu/ssc) (if needed; ideally occur in spring of previous year)  🞏 Develop a [School Site Council Roster](https://www.scusd.edu/ssc)  🞏 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 1.)  🞏 Review current SPSA to ensure alignment and assess for any material revisions  🞏 Hold a Title I parent meeting |
| **Meeting 2**  **Oct.- Dec.** | 🞏 Monitoring of 21-22 SPSA with discussion/approval of revisions to plan/budget  🞏 Share the Annual Notification of the [Uniform Complaint Procedures](https://www.scusd.edu/sites/main/files/file-attachments/7_and_8_uniform_and_williams_complaint_procedure-web__hb-2019.pdf?1566843551) (UCP) with SSC  🞏 SSC approves 21-22 School Parent & Family Engagement Policy and Compact, based on [new ESSA templates](https://www.scusd.edu/state-and-federal-programs), if this has not been completed.  🞏 Submit calendar and list of SSC members with contact information into State and Federal programs by Oct 1. |
| **Meeting 3**  **Nov.- Dec.** | 🞏 Monitoring of 21-22 SPSA with discussion/approval of revisions to plan/budget  🞏 Complete [Mid-year review](https://www.doc-tracking.com/) of goals and strategies  🞏 Document potential Mid-Year review observations to be incorporated in one –stop staffing preparations and following year’s SPSA  🞏 Review current [LCAP](https://www.scusd.edu/pod/2019-20-lcap-and-annual-update) to identify and potential district goals for alignment consideration |
| **Meeting 4**  **Jan.- Mar.** | 🞏 Monitoring of 21-22 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 2022-23 School Parent & Family Engagement Policy and Compact for distribution in 2022-23  🞏 Share district draft [LCAP](https://www.scusd.edu/pod/2019-20-lcap-and-annual-update) with SSC/Community  🞏 Hold [SSC Election](https://www.scusd.edu/ssc) for 2022-23 school year, if needed  🞏 Complete the Annual Evaluation of 21-22 SPSA in preparation for development of  the following year’s SPSA |
| **Additional Meeting**  **May-June** | 🞏 Adjustment to [SSC by-laws](https://www.scusd.edu/ssc) if needed  🞏 School Site Council SPSA approval |