

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

**(Revised July 2021)**

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| **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 |