Financial Planning and Development

Financial Planning, Monitoring and Accountability Department

**SSC Responsibilities Checklist**

The suggested timeline and checklist below highlights important dates for managing SSC business.

| **Activity** | **Dates** |
| --- | --- |
| [ ]  Call for Nominations. | September |
| [ ]  SSC Elections  | September |
| [ ]  Conduct Title I Parent Involvement Meeting.[ ]  Distribute: Guidelines for Implementation of the San Diego Unified School District Parent Involvement Policy, Parent Involvement Policy (PIP) and Home School Compact (HSC). | September |
| First SSC Meeting of New SSC Team (agenda items):[ ]  Report election results and introduce new members.[ ]  Review SSC Bylaws, PIP and HSC.[ ]  Review Data and Budget Information. | OctoberOctober and Ongoing |
| Submit SSC Documents ***Electronically*** to planning@sandi.net :[ ]  SSC Bylaws[ ]  PIP and HSC[ ]  SSC agenda and minutes documenting election and introductions.Submit SSC Documents ***Originals Only:***[ ]  Title I Parent Meeting Verification Form[ ]  SSC Roster with original signatures. | October 28, 2016 |
| **[ ]**  **Review Data and Budget Information** | **Ongoing** |
| [ ]  Develop SPSA and Budget[ ]  Submit to BOE for approval[ ]  Submit SSC minutes documenting approval of SPSA to FPMA. | January/February 2017 (tentative) |
| [ ]  Develop and Approve 2017-18 PIP and HSC[ ]  Submit PIP and HSC electronically to FPMA. | April |
| [ ]  Conduct Needs Assessments and Surveys to monitor progress. | April/May |