

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 |
|---|------------------------------------|
| <input type="checkbox"/> Call for Nominations. | August/September |
| <input type="checkbox"/> SSC Elections | August/September |
| <input type="checkbox"/> Conduct Title I Parent Involvement Meeting. <input type="checkbox"/> Distribute: Guidelines for Implementation of the San Diego Unified School District Parent Involvement Policy, Parent & Family Engagement Policy, and School Parent Compact. | September |
| First SSC Meeting of New SSC Team (agenda items): <input type="checkbox"/> Report election results and introduce new members. <input type="checkbox"/> Review SSC Bylaws, Parent & Family Engagement Policy, and School Parent Compact. <input type="checkbox"/> Review Data and Budget Information. | October October and Ongoing |
| Submit SSC <i>Original Document</i> to your FPMA Resource Teacher: <input type="checkbox"/> SSC Roster with original signatures. | October 5, 2018 |
| Submit SSC Documents <i>Electronically</i> to your FPMA Resource Teacher: <input type="checkbox"/> SSC Bylaws <input type="checkbox"/> Parent & Family Engagement Policy and School Parent Compact <input type="checkbox"/> SSC agenda and minutes documenting election and introductions | October 26, 2018 |
| Submit SSC Documents <i>Originals Only</i> : <input type="checkbox"/> Title I Parent Meeting Verification Form | October 26, 2018 |
| <input type="checkbox"/> Review Data and Budget Information | Ongoing |
| <input type="checkbox"/> Conduct Needs Assessments and Surveys to monitor progress. | January/February 2019 |
| <input type="checkbox"/> Develop SPSA and Budget <input type="checkbox"/> Submit to BOE for approval. <input type="checkbox"/> Submit SSC minutes documenting approval of SPSA to FPMA. | January-March 2019 (tentative) |
| <input type="checkbox"/> Develop and Approve 2019-20 Parent & Family Engagement Policy and School Parent Compact <input type="checkbox"/> Submit Parent & Family Engagement Policy and School Parent Compact electronically to FPMA. | March/April 2019 |