

Finance Division  
Financial Planning, Monitoring and Accountability Department

**SSC – SPSA RESPONSIBILITIES CHECKLIST**

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

ACTIVITY	DATES
<input checked="" type="checkbox"/> SPSA Evaluation and communication distributed	January 18, 2019
<input checked="" type="checkbox"/> 2019-20 Budgets, Labs and Finalization Meetings complete	February 7, 2019
<input checked="" type="checkbox"/> SPSA documentation due: <input checked="" type="checkbox"/> SPSA Evaluation <input checked="" type="checkbox"/> SSC Agenda, Minutes and Sign-in Sheets documenting approval of budget	<b>March 20, 2019</b>
<input type="checkbox"/> Data Available: California Assessment of Student Performance and Progress (CAASPP), California Dashboard and School Site Data	August/September 2019
<input type="checkbox"/> SPSA Training for principals (Training is conducted between the hours of 8:30am – 12:00pm and 1:00pm – 4:00pm)	August 19, 20, 2019 September 5, 10, 12, 2019
<input type="checkbox"/> SPSA Open Labs for principals (Labs are open from 8:30am – 12:00pm and 1:00pm – 4:00pm)	September 19, 20, 23, 24, 25, 26, 27, 30, 2019 October 1, 2, 3, 2019
<input type="checkbox"/> School starts	August 26, 2019
<input type="checkbox"/> School Site Council - <input type="checkbox"/> Call for Nominations <input type="checkbox"/> Elections (SSC and ELAC) completed <input type="checkbox"/> First meeting conducted***: <input type="checkbox"/> Review election result/ Introduce new members <input type="checkbox"/> Distribute Uniform Complaint Procedure (UCP) with SSC <input type="checkbox"/> Review SSC Bylaws <input type="checkbox"/> 2019-20 SSC Chair identified <input type="checkbox"/> Parent and Family Engagement Policy (2019-20 template) <input type="checkbox"/> School Parent Compact (2019-20 template only) <input type="checkbox"/> Review data in preparation for SMART goal development	August September 6, 2019 September 13, 2019



ACTIVITY	DATES
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review SPSA Evaluation completed in spring 2019</li> <li><input type="checkbox"/> Review/complete Resource Inequity Study</li> <li><input type="checkbox"/> Complete 2019-20 SMART Goals (1<sup>st</sup> or 2<sup>nd</sup> meeting)</li> <li><input type="checkbox"/> Submit SSC Roster (with original signatures) to FPMA</li> <li><input type="checkbox"/> Seek school committees' input. Document in SSC minutes. (ELAC needs to provide feedback on the SPSA Draft. ELAC ELAC members may be invited to the SSC meeting for efficiency. The SSC minutes must reflect that they attended as guests.)</li> <li><input type="checkbox"/> Second meeting conducted:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Review SPSA draft and feedback from ELAC as well as other committees</li> <li><input type="checkbox"/> Smart Goals not completed in the first SSC meeting. Complete Smart Goals Study</li> <li><input type="checkbox"/> Approve and document in the SSC minutes</li> </ul> </li> </ul>	<p>September 16-20, 2019 <b>October 4, 2019</b></p> <p>September 27, 2019</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> SPSA Due to FPMA (includes):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent and Family Engagement Policy</li> <li><input type="checkbox"/> School Parent Compact</li> <li><input type="checkbox"/> WASC Action Plan – secondary schools</li> <li><input type="checkbox"/> SPSA Assessment and Evaluation Summary</li> <li><input type="checkbox"/> Resource Inequity Study</li> </ul> </li> <li><input type="checkbox"/> SPSA Recommendations and Assurances due to Area Superintendents</li> </ul>	<p><b>October 4, 2019</b></p> <p><b>October 4, 2019</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct Title I Parent Involvement Meeting               <ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute: Guidelines for Implementation of the San Diego Unified School District Parent Involvement Policy, Parent and Family Engagement Policy, and School Parent Compact</li> </ul> </li> </ul>	<p>October 25, 2019</p>
<p>Submit SSC Documents <i>Electronically</i> to your FPMA Resource Teacher:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SSC Bylaws</li> <li><input type="checkbox"/> SSC agenda and minutes documenting election and introductions</li> <li><input type="checkbox"/> SSC agenda and minutes documenting ELAC feedback to the SPSA</li> </ul>	<p><b>By October 25, 2019</b></p>



ACTIVITY	DATES
<input type="checkbox"/> SSC agenda and minutes documenting approval of 2019-20 SPSA <input type="checkbox"/> SSC agenda and minutes documenting the Uniform Compliance Procedures were distributed Submit SSC Documents <i>Originals Only</i> : <input type="checkbox"/> Title I Parent Meeting Verification Form	<b>By October 25, 2019</b>

\*\*\* This meeting will take more than an hour. Plan accordingly. You need to end this meeting with an SPSA DRAFT.