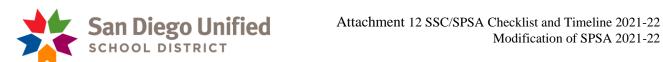Finance Division
Strategic Planning for Student Achievement Department

2021-22 SCHOOL SITE COUNCIL-SCHOOL PLAN FOR STUDENT ACHIEVEMENT CHECKLIST AND TIMELINE FOR FY22 AND FY23

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

Activity	Due Dates
Establish a School Site Council ☐ Call for nominations: *Each group has a separate call for nomination form* ☐ SSC elections: *Each peer group votes for their corresponding peer group on separate ballots*	September 2021
Establish an English Learner Advisory Committee (ELAC) ☐ 21 or more English Learners; Site is required to establish an ELAC ☐ ELAC may vote to delegate responsibilities to the SSC (follow Office of Language Acquisition (OLA) procedures)	September 2021
FY22 School Plan for Student Achievement (SPSA) Training for Principals ☐ New principal training – 9/14/2021 @1:00 pm ☐ All principal training – 9/15/2021 @8:00 am	September 2021
Title l Parent Involvement Meeting ☐ Conduct Title I parent meeting early in the year ☐ Distribute Title I LEA Level Parent and Family Engagement Policy ☐ Distribute 21-22 Title I Site Parent & Family Engagement Policy ☐ Distribute 21-22 Title I Site School-Parent Compact	September 2021
SSC Meeting Approving the 2021-22 School Plan for Student Achievement (Agenda items-record bullet points in the minutes) ☐ Review, revise and approve Parent and Family Engagement Policy and School-Parent Compact ☐ Review needs assessment and data ☐ Complete the SPSA Evaluation if not Completed (Title l and LCFF) ☐ Review budget plan ☐ Co-create smart Goals and Strategies/Activities connected to budget plan ☐ Approve 2021-22 SPSA	Prior to October 4, 2021

San Diego Unified
SCHOOL DISTRICT

2021-2022 School Plan for Student Achievement ☐ Submit: SPSA electronically via SBB ☐ Submit **electronically:** Parent & Family Engagement Policy ☐ Submit **electronically:** School-Parent Compact ☐ Submit **original:** SPSA Recommendations and Assurance Form ☐ Submit **electronically** to step 3 of SBB**:** SPSA Evaluation of Title I Funded Activities and Actions ☐ Submit **electronically** to step 3 of SBB**:** SPSA Evaluation of LCFF Funded Activities and Actions	October 4, 2021
Next SSC Meetings (Agenda items-record bullet points in the minutes) ☐ **Report election results and introduce ALL members of the SSC** ☐ **Establish SSC offices (Chairperson, Secretary, DAC Rep and Alternate)** ☐ Review, revise and approve 2021-22 SSC Bylaws ☐ Share Uniform Complaint Policy (UCP) with SSC *The documentation of the above may take more than one meeting.*	**Prior to October 5, 2021** Prior to October 29, 2021
2021-2022 School Site Roster ☐ Submit **original:** SSC roster to the SPSA Department	October 5, 2021
2021-2022 Compliance Documentation ☐ Submit **electronically:** SSC <u>agenda and minutes</u> documenting o SSC election results o Introduction of 2021-22 SSC members o Election of SSC offices o Approval of the SSC Bylaws o Sharing of the Uniform Complaint Procedures o Approval of Parent & Family Engagement Policy o Approval of School Parent Compact o Approval of the 2021-22 School Plan for Student Achievement ☐ Submit **original:** Title I Meeting Verification Form ☐ Submit **electronically:** Current SSC Bylaws ☐ Submit **electronically:** **NEW SSC Election Verification Form ☐ Submit **electronically:** Documentation of Needs Assessment	October 29, 2021

2021-2022 Compliance Documentation Continued ☐ Submit **electronically: **NEW** Job Duty Statements o Required for all Title l fully & partially funded positions *The documentation of the above may take more than one meeting.* *Submit all meeting agendas and minutes, which include the above.*	October 29, 2021
Monitoring the 2021-22 SPSA and budgets ☐ Review a SPSA goal(s) on a monthly basis with the SSC ☐ Review data and effectiveness of strategies/activities ☐ Review and revise (as applicable) current budget with SSC ☐ All SSC agendas and minutes must be linked or uploaded to the school website *Recommendation: Record data conversation related to SPSA goals in one document or folder. This will help when completing the 2021-22 SPSA evaluation(s)*	Ongoing on a monthly basis
2022-2023 School Year	
Establishing the 2022-23 Budget ☐ Conduct needs assessment and surveys to monitor current programs and the possible gaps in the schoolwide program ☐ Complete a rough draft of the 2021-22 SPSA evaluation ☐ Engage stakeholders for feedback on the 2022-23 LCFF and Title I budgets ☐ SSC approval of the 2022-23 Title I budget	January-March 2022
Developing the 2022-23 School Plan for Student Achievement (SPSA) ☐ Develop and approve 2022-23 Parent & Family Engagement Policy ☐ Develop and approve 2022-23 School-Parent Compact ☐ Review current student academic and parent engagement data ☐ Engage stakeholders for feedback on Goals and Strategies/Activities for the 2022-23 SPSA ☐ Co-create the 2022-23 SPSA with stakeholders and SSC ☐ SSC approves the 2022-23 SPSA	April-May 2022 (tentative)

2022-2023 Compliance Documentation	TBD
☐ Submit **original** Recommendations and Assurance Form ☐ Submit **electronically:** Parent & Family Engagement Policy ☐ Submit **electronically:** School-Parent Compact ☐ Submit **electronically:** Documentation of Needs Assessment ☐ Submit **electronically:** Title l SPSA Evaluation ☐ Submit **electronically:** LCFF SPSA Evaluation ☐ Submit **electronically:** Job Duty Statements ○ Title l fully funded and partially funded positions ☐ Submit **electronically:** SSC <u>agenda and minutes</u> documenting ○ Approval of the Title l Budget and stakeholder input ○ Approval of the Parent & Family Engagement Policy and the School-Parent Compact ○ Approval of the School Plan for Student Achievement *The documentation of the above may take more than one meeting. Submit all meeting agendas and minutes, which include the above.*	