



Financial Planning, Monitoring and Accountability

2019-20 SCHOOL SITE COUNCIL/DISTRICT ADVISORY COUNCIL TIMELINE GUIDE

August/September	October	November	December	January
<p><u>DAC Meeting: 9/18/2019</u> Executive Retreat: 8/21/2019 Executive Meeting: 9/4/2019</p> <ul style="list-style-type: none"> • State Assessments Overview (2018-19) • District Initiative Updates • 2019-20 DAC Election Committee • UCP Presentation • LCAP Updates Presentation • Title I Budget and Title I Decrement <p>Administrative Circulars: SSC Training/Rosters Categorical Expenditures Site Title 1 Requirements</p> <p>Training: SSC/DAC Timeline, How to Navigate Sandi.net (ongoing)</p>	<p><u>DAC Meeting: 10/16/2019</u> Executive Meeting: 10/2/2019</p> <ul style="list-style-type: none"> • 2019-20 DAC Executive Board Nominations • DAC Bylaws • Title I Programs/Consultation • 2018-19 Title I Site Budget Report • LCAP Update/Consultation • Greene Act Presentation • Budget 101 Presentation • Summer School 2018-19 Data <p>Training: What is the LCAP? What is the LEA Addendum?</p>	<p><u>DAC Meeting: 11/20/2019</u> Executive Meeting: 11/6/2019</p> <ul style="list-style-type: none"> • 2019-20 DAC Executive Board Elections • Title I Budget Balances from preceding Fiscal Year • Consultation of Title I Programs and Ranking • LCAP Update/Consultation • Parent Survey Update <p>Training: The SPSA and the LCAP.</p>	<p><u>DAC Meeting: 12/18/2019</u> Executive Meeting: 12/4/2019</p> <ul style="list-style-type: none"> • Consultation of Title I Programs and Ranking Continues • District Projects Updates • LCAP Update/Consultation • Accountability Progress Report/California Dashboard • DAC Report to Board of Education <p>Training: SPSA Goals and the California Dashboard</p>	<p><u>DAC Meeting: 1/22/2020*</u> Executive Meeting: 1/8/2020*</p> <ul style="list-style-type: none"> • Consultation of Title I Ranking/Budget Continues • State of the Budget • LCAP Update/Consultation. • DAC Report to Board of Education • Board Approval of Title I Ranking <p>Training: Preparing for the 2020-21 SPSA</p>
<p><u>SSC</u></p> <ul style="list-style-type: none"> • Call for nominations/ SSC Elections • Conduct SSC Elections • Conduct Annual Title I Parent Meeting <p><u>Monitor SPSA implementation</u></p> <ul style="list-style-type: none"> • Review Assessment Data • Prepare for SSC review/approval: <ul style="list-style-type: none"> • 2019-20 SPSA • Bylaws • Parent and Family Engagement Policy • School Parent Compact <p>Training: (Available to Administrators) SSC Elections, SSC Nuts and Bolts, SBB</p>	<p><u>SSC</u></p> <ul style="list-style-type: none"> • Site Safety Plans <p><u>Monitor SPSA implementation</u></p> <ul style="list-style-type: none"> • Review Assessment Data • Prepare for SSC review/approval: <ul style="list-style-type: none"> • 2019-20 SPSA • Bylaws • Parent and Family Engagement Policy • School Parent Compact <p>Training: SSC Roles and Responsibilities</p> <p>Due 10/4/2019:</p> <ul style="list-style-type: none"> • 2019-20 SPSA, SSC Roster <p>Due 10/26/2019:</p> <ul style="list-style-type: none"> • SSC Agenda/Minutes (New member documentation) • SSC Bylaws and TI Parent Meeting Verification Form 	<p><u>SSC</u></p> <p><u>Monitor SPSA implementation</u></p> <ul style="list-style-type: none"> • Modify or eliminate ineffective activities • Identify obstacles • Examining categorical budget expenditures • Review Assessment Data • Review and revise SPSA as necessary <p>Training: Include Recorded SSC Legal Responsibilities and Best Practices training at SSC meeting (FPMA webpage)</p>	<p><u>SSC</u></p> <p><u>Monitor SPSA implementation</u></p> <ul style="list-style-type: none"> • Modify or eliminate ineffective activities • Identify obstacles • Examining categorical budget expenditures • Review Assessment Data • Review and revise SPSA as necessary <p>Training: Include Recorded SPSA training at SSC meeting</p>	<p><u>SSC</u></p> <ul style="list-style-type: none"> • Conduct SPSA Assessment and Evaluation • Check status of salary transfers and make budget adjustments, if necessary <p><u>Next FY SPSA Development</u></p> <ul style="list-style-type: none"> • Identify priorities, meet with stakeholder groups • Discuss and prioritize changes for next year • Review tentative budget allocations for next year • Conduct SPSA Assessment and Evaluation <p>Training: SBB (for Principals)</p>



2019-20 SCHOOL SITE COUNCIL/DISTRICT ADVISORY COUNCIL TIMELINE GUIDE

February	March	April	May	June/July
<p><u>DAC Meeting: 2/19/2020</u> Executive Meeting: 2/5/2020</p> <ul style="list-style-type: none"> • Board Approval of Title I Ranking • Title I Programs • LCAP Update/Consultation • Consultation for Title I Programs • Annual District Family Engagement Policy Review Begins <p>Training: What SSCs Need to Review</p>	<p><u>DAC Meeting: 3/18/2020</u> Executive Meeting: 3/4/2020</p> <ul style="list-style-type: none"> • DAC Budget Update • District Projects Update • Annual District Family Engagement Policy Review • LCAP Update/Consultation <p>Training: Preparing for Year End Spending Deadlines</p>	<p><u>DAC Meeting: 4/29/2020*</u> Executive Meeting: 4/8/2020</p> <ul style="list-style-type: none"> • LCAP Update/Consultation • Categorical/Spending Deadlines • Annual District Family Engagement Policy Review <p>Training: Year End Spending Preparation</p>	<p><u>DAC Meeting: 5/20/2020</u> Executive Meeting: 5/6/2020</p> <ul style="list-style-type: none"> • LCAP Update/Consultation • Annual District Family Engagement Policy Review <p>Training: Staying On Track for Next Year</p>	<p><u>DAC Meeting: 6/3/2020</u> Executive Meeting: 5/27/2020*</p> <ul style="list-style-type: none"> • LCAP Update/Consultation • District Projects Update • End of Year Awards: School Achievement and Attendance <p>Training: Staying On Track for Next Year</p>
<p><u>SSC</u></p> <p><u>Monitor SPSA implementation</u></p> <ul style="list-style-type: none"> • Modify or eliminate ineffective activities • Identify obstacles • Examining categorical budget expenditures • Review Assessment Data • Review and revise SPSA as necessary <ul style="list-style-type: none"> • <u>Next FY SPSA Development</u> • Identify priorities, meet with community groups • Discuss and prioritize changes for next year • Review tentative budget allocations for next year • Set goals based on student data • Complete Categorical Budgets and SPSA • Review/approve 2020-21 Family Engagement Policy AND the School Parent Compact 	<p><u>SSC</u></p> <ul style="list-style-type: none"> • Review 2019-20 categorical balances and expenditures in preparation for year- end deadlines • Review/approve 2020-21 Family Engagement Policy AND the School Parent Compact <p><u>Monitor SPSA implementation</u></p> <ul style="list-style-type: none"> • Modify or eliminate ineffective activities • Identify obstacles • Examining categorical budget expenditures • Review Assessment Data • Review and revise SPSA as necessary 	<p><u>SSC</u></p> <ul style="list-style-type: none"> • Review 2019-20 categorical balances and expenditures in preparation for year- end deadlines <p><u>Monitor SPSA implementation</u></p> <ul style="list-style-type: none"> • Modify or eliminate ineffective activities • Identify obstacles • Examining categorical budget expenditures • Review Assessment Data • Review and revise SPSA as necessary 	<p><u>SSC</u></p> <ul style="list-style-type: none"> • Review 2019-20 categorical balances and expenditures in preparation for year- end deadlines • Optional - Preliminary call for nominations for next year's SSC elections <p><u>Monitor SPSA implementation</u></p> <ul style="list-style-type: none"> • Modify or eliminate ineffective activities • Identify obstacles • Examining categorical budget expenditures • Review Assessment Data • Review and revise SPSA as necessary 	<p><u>SSC</u></p> <ul style="list-style-type: none"> • Review 2018-19 categorical balances and expenditures in preparation for year- end deadlines • Optional - Preliminary call for nominations for next year's SSC elections <p><u>Monitor SPSA implementation</u></p> <ul style="list-style-type: none"> • Modify or eliminate ineffective activities • Identify obstacles • Examining categorical budget expenditures • Review Assessment Data • Review and revise SPSA as necessary

*This represents a deviation from the third Wednesday of the month pattern.