

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.

| Α | 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. | October October and Ongoing |
| Submit SSC Documents <i>Electronically</i> to <u>planning@sandi.net</u> : SSC Bylaws PIP and HSC SSC agenda and minutes documenting election and introductions. Submit SSC Documents <i>Originals Only:</i> 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 |