
2018-2019 State & Federal Checklist

The purpose and intent is to confirm ongoing compliance with all applicable federal and state regulations. In addition, district personnel will periodically review school site level documentation supporting State & Federal activities.

School: _____

Principal: _____

Part 1: SPSA Checklist of Supporting Documentation

- School Site Council Membership List/Roster (signed/certified)
- School Site Council Elections (nomination forms, ballot/tally results)
- Title I Parent Meeting (PowerPoint, Sign-in Sheets)
- Calendar of Meetings (SSC)
- School Site Council Bylaws
- ELAC Recommendations for SPSA Input
- Budget (SSC approved version, i.e. preliminary, revised, carryover)
- SPSA Recommendations & Assurances (with applicable signatures)
- Monthly School Site Council documentation (Agenda, Sign-in Sheets, Minutes, etc.)
- Parent Policy (Reviewed by School Leadership, Student Leadership, ELAC, SSC)
- Parent Compact (Reviewed by School Leadership, Student Leadership, ELAC, SSC)

Review and Contact Log:

Part 2: School Site Meeting Topics and Documentation

Meeting Date										
<i>Agenda</i>										
<i>Sign-in Sheets</i>										
<i>Minutes</i>										
<i>Quorum (Yes/No)</i>										
<i>Election(s) of Members</i>										
<i>Election(s) of Officers</i>										
<i>Roles and Responsibilities Training</i>										
<i>Membership List (Initial & Changes)</i>										
<i>Bylaws*</i>										
<i>SSC Meeting Dates (Calendar)</i>										
<i>Annual Notice of UCP Distribution</i>										
<i>Parent Compact</i>										
<i>Parent Policy</i>										
<i>Data Review</i>										
<i>SPSA Evaluation</i>										
<i>Budget Review</i>										
<i>Budget Approval*</i>										
<i>ELAC Recommendations Review</i>										
<i>SPSA Approval*</i>										
<i>LCAP Discussion/Presentation</i>										
<i>Comprehensive School Safety Plan</i>										
S&F Use Only: <i>In/Out</i> of Compliance										

* P= Preliminary; U= Updated/Revised; C= Carryover; F= Final w/SPSA Approved; R= Reviewed