Stockton Unified School District • State and Federal Department
2021-2022 School Site Council Requirements Summary
Required Actions of the School Site Council

It is recommended the School Site Council meets monthly to ensure all required actions are completed. Topics/headings on the templates MUST not be removed or reordered. Revised agenda and minutes templates are available on the State and Federal Program webpage
https://www.stocktonusd.net/Page/2675

Fall 1st Meeting (August/September) – Nuts & Bolts
- Confirmation of Newly Elected SSC Members
- Review Roles and Responsibilities of the School Site Council and Bylaws
- Election of Officers of the School Site Council
- Set School Site Council Meeting Schedule
- Present Title I Parent Meeting (in addition to Back to School Night presentation)
  ⇨ Overview of current SPSA
  ⇨ Overview of School-Level Parent and Family Engagement Policy and School-Parent Compact
  ⇨ Overview of UCP Annual Notice
- Review and Approve School Safety/REMS Plan

Fall 2nd Meeting (October/November)
- Review the current SPSA (located on Title1Crate and State and Federal website: https://www.stocktonusd.net/Page/10028)
- Conduct Progress Monitoring of each strategy/activity/task with local data

Winter 1st Meeting (December/January)
- SPSA evaluation of each strategy/activity/task with local data. (July through December)
- Conduct Progress Monitoring of each strategy/activity/task with local data
- Identify Preliminary Staffing Needs for upcoming fiscal/school year

Spring 1st Meeting (February)
· Update Comprehensive Needs Assessment with Root Cause Analysis
· Conduct Progress Monitoring of each strategy/activity/task with local data

Spring 2nd Meeting (March)
- Conduct Progress Monitoring of each strategy/activity/task with local data
- Review and Present Recommendations for Input on:
  ⇨ SPSA School Goals
  ⇨ Strategies/Activities/Tasks
  ⇨ Progress Monitoring
- Update School-Level Parent Family Engagement Policy
- Update School-Parent Compact

Spring 3rd Meeting (April)
- Completion of SPSA evaluation of each strategy/activity/task with local data by April 15
- Finalize Draft SPSA Update by April 30

Spring 4th Meeting (May)
- Review SSC Membership Composition for possible SSC Membership Vacancies/Elections.
- Approve Final SPSA Update with ELAC Recommendation by May 31

Title1Crate
Important: Upload SSC documentation to Title I Crate.
See SSC webpage for access

Key Dates/Deadlines:

August
- Send SSC Member Nomination Request and SSC Member Ballots to appropriate stakeholder group
- Conduct Title I Parent Meeting

September
- Complete entering initial orders for purchases
- Upload Fall 1st Meeting docs into Title1Crate
- Upload Election, Composition, Meeting Schedule, and Title I Parent Meeting docs into Title1Crate

November
- Upload Fall 2nd Meeting docs into Title1Crate

January
- Upload Winter 1st Meeting docs into Title1Crate

February
- Upload Spring 1st Meeting docs into Title1Crate

March
- Final deadline for ordering/purchasing
- Obtain ELAC Recommendations
- Forward draft SPSA to Director for review and feedback
- Upload Spring 2nd Meeting docs into Title1Crate
- Upload Parent Policy into Title1Crate
- Upload Parent Compact into Title1Crate

April
- Revise SPSA based on ELAC Recommendations and Director/State and Federal feedback
- Upload Spring 3rd Meeting docs into Title1Crate

May
- SSC Approval of Final SPSA
- Upload Spring 4th Meeting docs into Title1Crate

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