

Stockton Unified School District • State and Federal Department

2023-2024 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
- CSI Sites – Review your CSI Expenditure completions (21-22 CSI funds will expire September 30, 2023)
- ELSB Sites – Review your ELSB Annual Report

Fall 2nd Meeting (October/November)

- Review the current SPSA (located in Title1Crate and on the State and Federal website: <https://www.stocktonusd.net/Page/10028>)
- Conduct Progress Monitoring of each strategy/activity/task with local data
- SPSA revisions for new 22-23 CSI allocations

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 and Approve School-Level Parent Family Engagement Policy
- Update and Approve School-ParentCompact

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
- ELAC Input and Recommendations

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 Title1Crate.  
*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 1 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