

# Stockton Unified School District • State and Federal Department

## 2024-2025 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 Comprehensive School Safety Plan (Contact Emergency Services for Support)
- CSI Sites – Review your CSI Expenditure completions (23-24 CSI funds will expire September 30, 2024)
- 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 24-25 CSI allocations
- Update and Approve School-Level Parent Family Engagement Policy
- Update and Approve School-Parent Compact

#### 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

#### Spring 3rd Meeting (April)

- Completion of SPSA evaluation of each strategy/activity/task with local data by March 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 2nd



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
- Upload Parent Policy into Title1Crate
- Upload Parent Compact 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

#### 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

