

## 2024-25 SUSD School Site State & Federal Compliance Worksheet - Fall

### BEFORE THE START OF SCHOOL

✓	Description of Activity	Responsible Staff	Resources
	Identify staff funded with state and/or federal funds who are required to complete time accounting. These positions include but are not limited to: Program Specialist, Curriculum Specialist, instructional assist, etc.		<a href="#">Training Webpage</a> <a href="#">Training Acknowledgement</a>
	Ensure that staff funded with state and/or federal funds understand their job responsibilities and are trained in how to complete the appropriate time accounting requirements.		
	Verify that the school is operating under the current School Plan for Student Achievement.		<a href="#">SPSA Webpage</a>
	Schedule an Annual Meeting for the parents of Title I students at the convenient time for parents. Ensure that multiple opportunities are provided for parents to attend such a meeting.		<a href="#">Title I Presentation Template</a>
	Update the Title I Parent Meeting PowerPoint with your school's current information. Coordinate with Research for school data		<a href="#">Research &amp; Accountability</a>
	Submit requests for Purchase Orders in alignment with SPSA activities for the start of the school year.		
	Review the SPSA to ensure it includes necessary professional development (PD) to meet stated goals and objectives and that PD is linked to program activities and student outcomes and included in the plan's budget.		<a href="#">Site SPSAs</a>
	Review Federal Procurement Requirements, prior to entering into agreements or scheduling		<a href="#">Purchasing Procurement Handbook</a>
	Calendar planned professional development activities that are funded with Title I and LCFF.		

### BEGINNING OF THE SCHOOL YEAR – AUGUST/SEPTEMBER

✓	Description of Activity	Responsible Staff	Resources
	Ensure that School Site Council (SSC) members have been selected by their peers according to procedures approved by the district or SSC Bylaws.		<a href="#">SSC Resources</a>
	Verify that the SSC is properly constituted resulting in parity between parents/students* and school personnel (*high schools), and that classroom teachers make up the majority of the school personnel on the council.		<a href="#">SSC Resources</a>

	Verify that all parent members of the SSC are parents of children attending the school, or community members elected by parents of students attending the school and that they are not employed at the school site.		
	Ensure that SSC members are scheduled to receive training in: Roles & Responsibilities, SPSA requirements, Data Analysis, Research-based programs and practices, Adoption of Bylaws, and Record-keeping procedures.		
	Maintain documentation of training of SSC members		
	At a SSC Meeting, elect officers from the SSC membership.		
	Hold the Title I parent meeting(s) at a convenient time for parents. Upload documentation to Title1Crate.		
	Schedule the review and approval of the Comprehensive School Safety Plan/REMS plan at a SSC meeting.		<a href="#">Marcus Omlin – Emergency Services</a>
	For schools operating under Title I Targeted Assistance Model (TAS), verify that students are being identified for Title I services based on multiple, academically related, object criteria established by the district and supplemented by the school.		<a href="#">Research/Technology Innovation</a>
	If an ELAC wishes to delegate its responsibilities to the SSC or another committee: ensure that the ELAC is formed and formally votes to delegate responsibilities and documents such action; the SSC or other body is trained in the ELAC responsibilities, the SSC or other body meets the composition requirements of the ELAC; and the ELAC is formed and officially votes on such delegation every two years.		<a href="#">Language Development Office</a> <a href="#">SSC Resources</a>
	Ensure that ALL school staff are familiar with the school’s SPSA and understands their roles and responsibilities in carrying out activities identified in the plan. Document training provided to staff regarding plan content and requirements.		
	Provide the SSC with the school’s preliminary 2024-25 Title I and Site LCFF allocation and review the SPSA Budget for accuracy.		
	Develop/Review the SSC process for monitoring implementation of activities included in the SPSA and progress in achieving the objectives stated in the plan. This includes monitoring process and timelines as described in the SPSA.		
	Review and update as necessary SSC and any other advisory committees’ Bylaws to allow them to conduct meetings and accomplish their required duties in an open, fair, and effective manner.		
	Determine if 15% or more of the students at the school speak a single language other than English or not. If so, ensure that procedures are in place to provide all notices, reports, statements, or records are sent to parents of those students in their primary language; including all SSC notifications.		<a href="#">Language Development Office/Research</a>

	Review SSC meeting schedule to ensure that the number of SSC meetings scheduled is adequate to provide required training for SSC members and to meet SPSA revision timelines.		
	Conduct a formative review of SPSA to determine if all activities in the plan are being implemented as planned and scheduled. Update formative review in Plan4Learning as baseline data for the year.		<a href="#">Plan4Learning</a>
	Check current balances in school-level categorical funding (LCFF, Title I, CSI) sources to ensure funds are expended or requisitions are in process. Ensure you are working with your site's Budget Analyst in Business Services to support fiscal activities.		ESCAPE - <a href="#">Business Services</a>
	Review Uniform Complaint Procedures (UCP)		<a href="#">Constituent Services</a>

**OCTOBER**

✓	Description of Activity	Responsible Staff	Resources
	Review staff positions funded with state and/or federal funds who are required to complete time accounting. Ensure that time accounting reports are completed.		
	Verify that procedures are in place to identify students at risk of not meeting state standards and ensure they receive intervention services in a timely manner.		
	Review and update the School-Parent Compact and Parent-Engagement Policy at a SSC meeting. Ensure the minutes reflect the review and/or changes that were made to the policy.		
	Submit SPSA revisions for new CSI allocations.		