Financial Planning and Development

Financial Planning, Monitoring and Accountability Department

**SSC Responsibilities Checklist**

The suggested timeline and checklist below highlights important dates for managing SSC business.

| **Activity** | **Dates** |
| --- | --- |
| Call for Nominations. | September |
| SSC Elections | September |
| Conduct Title I Parent Involvement Meeting.  Distribute: Guidelines for Implementation of the San Diego Unified School District Parent Involvement Policy, Parent Involvement Policy (PIP) and Home School Compact (HSC). | September |
| First SSC Meeting of New SSC Team (agenda items):  Report election results and introduce new members.  Review SSC Bylaws, PIP and HSC.  Review Data and Budget Information. | October  October and Ongoing |
| Submit SSC Documents ***Electronically*** to [planning@sandi.net](mailto:planning@sandi.net) :  SSC Bylaws  PIP and HSC  SSC agenda and minutes documenting election and introductions.  Submit SSC Documents ***Originals Only:***  Title I Parent Meeting Verification Form  SSC Roster with original signatures. | October 28, 2016 |
| **Review Data and Budget Information** | **Ongoing** |
| Develop SPSA and Budget  Submit to BOE for approval  Submit SSC minutes documenting approval of SPSA to FPMA. | January/February 2017 (tentative) |
| Develop and Approve 2017-18 PIP and HSC  Submit PIP and HSC electronically to FPMA. | April |
| Conduct Needs Assessments and Surveys to monitor progress. | April/May |