

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
<input type="checkbox"/> Call for Nominations.	September
<input type="checkbox"/> SSC Elections	September
<input type="checkbox"/> Conduct Title I Parent Involvement Meeting. <input type="checkbox"/> 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): <input type="checkbox"/> Report election results and introduce new members. <input type="checkbox"/> Review SSC Bylaws, PIP, and HSC. <input type="checkbox"/> Review Data and Budget Information.	October  October and Ongoing
Submit SSC Documents <i>Electronically</i> to your FPMA Resource Teacher: <input type="checkbox"/> SSC Roster with original signatures. Submit SSC Documents <i>Electronically</i> to your FPMA Resource Teacher: <input type="checkbox"/> SSC Bylaws <input type="checkbox"/> PIP and HSC <input type="checkbox"/> SSC agenda and minutes documenting election and introductions. Submit SSC Documents <i>Originals Only</i> : <input type="checkbox"/> Title I Parent Meeting Verification Form	October 6, 2017  October 27, 2017  October 27, 2017
<input type="checkbox"/> <b>Review Data and Budget Information</b>	<b>Ongoing</b>
<input type="checkbox"/> Conduct Needs Assessments and Surveys to monitor progress.	January/February 2018
<input type="checkbox"/> Develop SPSA and Budget <input type="checkbox"/> Submit to BOE for approval <input type="checkbox"/> Submit SSC minutes documenting approval of SPSA to FPMA.	January/February 2018 (tentative)
<input type="checkbox"/> Develop and Approve 2018-19 PIP and HSC <input type="checkbox"/> Submit PIP and HSC electronically to FPMA.	March/April 2018