



School Site Council (SSC)

Agenda/Minutes

TITLE I AND NON-TITLE I SCHOOLS

Requirements and District Practices that need to be documented on SSC agenda and minutes with member signatures

Principal initial/date when item is completed	Timeline to Plan, schedule and include in Agenda/Minutes	Requirements and District Practices
	April/May or Sept./Oct.	SSC Selection/Election (Requirement)
	After the SSC election (by October)	SSC Professional Development and Training -Roles and Responsibilities for representatives elected (Requirement)
	After the SSC election (by October)	SSC Meeting Calendar for the school year (District Practice)
	August-October	SSC plan and develop Single Plan for Student Achievement (SPSA) including ELAC and other advisory committees (Requirement)
	August-January	SSC annually review and revise the plan and proposed expenditure of funds (Requirement)
	September-November	SSC is informed of the Title I School's Annual Meeting to the Parents
	September-November	SSC develops Bylaws (District Practice)
	Sept./Oct. or May/June	SSC provides assistance with the development of the school level Parent Involvement Plan (PIP) and School Parent Compact (Requirement)
	October	SSC approves the SPSA , sign and date Recommendation and Assurance Page (Requirement)
	December-February	SSC approves School Accountability Report Card (SARC) (Requirement)
	December to May	SSC monitor the implementation of SPSA (Requirement)
	January-February	Mid-Year Evaluation of the effectiveness of the Single Plan for Student Achievement (SPSA) (District Practice)
	June-August	End of Year Evaluation of the effectiveness of the Single Plan for Student Achievement (SPSA) (Requirement)
	At scheduled meetings	SSC Review Student Achievement Data (Requirement)
	At scheduled meetings	SSC seek advisory from ELAC – at site with 21 or more ELs, and other site advisory and special committees (Requirement)
	At scheduled meetings	SSC provides advisory and feedback on expenditures using Local Control Funding Formula (LCFF) (District Practice)
	Determined by School Safety Office	SSC coordinates with the Safety Committee on the Safe School Plan (District Practice)



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School Name: Charles Peck Elementary **School Year:** 2020-2021

Principal: Mary Cardoso

SSC Chair: TBD

Meeting Date: December 9, 2020	Meeting Location: Zoom Meeting Platform
Starting Time: 3:30 p.m.	Ending Time: 4:30 p.m.

Participants: Elected SSC Council Members. All staff, parents and members of the public invited.
Submit sign-in sheet with the completed meeting minutes/notes.

Item/Time Limit	Actions Requested	Person Responsible
1. Call to Order	Chair calls meeting to order	Chair
Comments/Parent Advice		
2. Roll Call	Secretary takes roll – establish quorum	Secretary
Comments/Parent Advice		
3. Additions/Changes to Agenda	N/A	Chair
Comments/Parent Advice		
4. Reading and Approval of Minutes	Motion to approve minutes	Secretary
Comments/Parent Advice		
5. Reports of Officers/Committees Recommendations from DELAC (_min.)	Report from ELAC Rep, Principal	Chair
Comments/Parent Advice		
6. Public Comment	*Not Applicable	Chair
Comments/Parent Advice		



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***Under the Open Meeting Law, no action related to public comment may be acted upon at the meeting. Issues raised at the meeting may be scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.**

7. Unfinished Business	N/A	Principal
Comments/Parent Advice		
8. New Business	Expenditure Updates SARC Safety Plan Site Funded Positions	Chair/Principal
Comments/Parent Advice		
9. Adjournment	Chair adjourns meeting	Chair
Comments/Parent Advice		

Prepared By: _____ (signature) _____ Date: _____
 (type name)

Attach sign-in sheet

Send completed Agenda/Minutes and sign-in sheet to the Office of Student Learning Assistance

Questions: gwyn.dillanger@sanjuan.edu