



## ***School Site Council Checklist***

| Site Council Requirements                                               | Evidence                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Distribute and Collect Ballots                 | <input type="checkbox"/> Ballots<br><input type="checkbox"/> Agenda<br><input type="checkbox"/> Minutes showing                                                                                                                   |
| <input type="checkbox"/> Provides Notices in Parents' Primary Languages | <input type="checkbox"/> Letters inviting to join SSC<br><input type="checkbox"/> Ballots<br><input type="checkbox"/> UCP<br><input type="checkbox"/> Compact<br><input type="checkbox"/> Agenda<br><input type="checkbox"/> SARC |
| <input type="checkbox"/> School's Site Council Composition              | <input type="checkbox"/> List of members that identify whether they are classified, certificated, administrator<br><input type="checkbox"/> community member<br><input type="checkbox"/> Agenda                                   |
| <input type="checkbox"/> Site Council sign-in sheet                     | <input type="checkbox"/> Sign-in sheets                                                                                                                                                                                           |

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| <input type="checkbox"/> Review and approve School Parental Involvement Policy                                                                                     | <input type="checkbox"/> School Parent Involvement Policy<br><input type="checkbox"/> Agenda<br><input type="checkbox"/> Minutes                          |
| <input type="checkbox"/> Approve LEA Parent Involvement Policy annually                                                                                            | <input type="checkbox"/> LEA Parent Involvement Policy<br><input type="checkbox"/> Agenda<br><input type="checkbox"/> Minutes                             |
| <input type="checkbox"/> Parent Compact                                                                                                                            | <input type="checkbox"/> Agenda<br><input type="checkbox"/> Minutes                                                                                       |
| <input type="checkbox"/> Monitoring the LCAP<br><input type="checkbox"/> Share LCAP with SSC<br><input type="checkbox"/> Ensure SPSA goals are aligned to the LCAP | <input type="checkbox"/> Agenda<br><input type="checkbox"/> Minutes                                                                                       |
| <input type="checkbox"/> SSC Approves SPSA                                                                                                                         | <input type="checkbox"/> SPSA<br><input type="checkbox"/> Agenda<br><input type="checkbox"/> Minutes                                                      |
| <input type="checkbox"/> LEA Disburses Funds Consistent with CARS                                                                                                  | <input type="checkbox"/> Business Personnel should assist principal with the exact amount of Title I, II and III funds identified in the Con Apps matches |

|                                                                      |                                                                                                                                                   |
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|                                                                      | exactly in the<br>SPSA                                                                                                                            |
| <input type="checkbox"/> LEA Uses Funds for Direct Services          | <input type="checkbox"/> Business person identifies funds for direct services                                                                     |
| <input type="checkbox"/> Supplement Not Supplant with Title Funds    | <input type="checkbox"/> Business personnel and superintendent ensure that funds are coded as supplemental                                        |
| <input type="checkbox"/> LEA Administrative Charges; Time Accounting | <input type="checkbox"/> Business personnel ensure Time Accounting sheets are signed and collected from employees that are coded with Title funds |
| <input type="checkbox"/> LEA Equipment Inventory                     | <input type="checkbox"/> Keep inventory of items that are purchased with Title I funds                                                            |

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| <input type="checkbox"/> LEA Posts SARC by Feb 1 <sup>st</sup><br><input type="checkbox"/> Share SARC with SSC and governing board | <input type="checkbox"/> Agenda<br><input type="checkbox"/> Minutes<br><input type="checkbox"/> SARC                                        |
| <input type="checkbox"/> LEA Annual Evaluation of SPSA Services                                                                    | <input type="checkbox"/> Minutes<br><input type="checkbox"/> Agenda<br><input type="checkbox"/> Evaluation template                         |
| <input type="checkbox"/> Teacher Requirements                                                                                      | <input type="checkbox"/> LEA ensures teachers are properly credentialed                                                                     |
| <input type="checkbox"/> Paraprofessionals Meet Qualifications                                                                     | <input type="checkbox"/> LEA ensures paraprofessionals have proper qualifications                                                           |
| <input type="checkbox"/> Objective Criteria Identifying Students                                                                   | <input type="checkbox"/> School identifies criteria for identifying students in need of support (assessments, teacher recommendation, etc.) |

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| <input type="checkbox"/> Uniform Complaint Procedure | <input type="checkbox"/> District updates UCP policies annually<br><input type="checkbox"/> Distribute UCP to SSC members<br><input type="checkbox"/> Distribute UCP to all staff members |
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