The Following are Meeting Agenda Templates with topics to meet legal requirements for SSC meetings

Important Information to Keep in Mind:
Meeting Notices:
Translation into all applicable languages for the school site

- Ed Code S1101.1 (CA): if 15% of your community speaks other language than English, the information should be translated.

School Site Council Meeting Requirements
- Any meeting held by the SSC shall be open to the public, and any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee (*EC* Section 35147[c][1]).
- Notice of the meeting shall be posted at the meeting at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon (*EC* Section 35147[c][1]).
- The SSC may not take any action on any item of business unless that item appeared on the posted agenda or unless the SSC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the SSC subsequent to the posting of the agenda (*EC* Section 35147[c][1]).
- Questions or brief statements made at a meeting by members of the SSC or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If a SSC violates the procedural meeting requirements of this section, upon demand of any person, the SSC shall reconsider the item at its next meeting, after allowing for public input on the item (*EC* Section 35147[c][2]).
- Any materials provided to a SSC shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (*EC* Section 35147[d]).

Retention Requirements for School Site Council Records
SSC records, materials, and supporting documents must be retained for a period of three years (2 *Code of Federal Regulations* 200.333[a]). The only exceptions are if any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Records to be retained:
- Elections (Nomination Letter/Ballots: student, staff, parent)
- Official correspondence
- Meeting agendas
- Evidence of input from advisory committees
- Minutes of meetings, sign-in sheets, discussions, recommendations, actions
- By-Laws
- Parent School Compact (Do not need from SSC if done at Title 1 Meeting)
- Parent Involvement Policy (Do not need from SSC if done at Title 1 Meeting)
- Site Program Evaluation
- Site Plan Evaluation

SSC Meeting 1

Magnolia Elementary
School Site Council (SSC) Meeting
Date: Sep 19, 2024
Time: 2:30 pm
Location: Zen Den

Agenda

1. Election of officers {ACTION}
2. SSC Training
3. Review Feedback & Revise Parent/Family Engagement Policy (SAMPLE)
4. Review Feedback & Revise Parent Compact (SAMPLE)
5. Review Uniform Complaint Procedures
6. LCAP Data Collection: LCFF Priority Survey

Next Meeting Date: Oct 24, 2024

SSC Meeting 2

**Magnolia Elementary
School Site Council (SSC) Meeting**
Date: Oct 24, 2024
Time: 2:30
Location: Zen Den

Agenda

1. Read Minutes- (Review/Amend/Approve)
2. **Public Hearing**: Site Safety Plan Presentation and Approval {ACTION} - This *can* be covered in your November meeting instead of October, if needed- **NOTE:** Minutes from the meeting in which this action takes place **MUST** be included with the Site Safety Plan submitted to the Board in December.
3. Review & Revise SPSA (Goal 1)
   a. Data Review (Metrics Goal 1)
      i. What metrics will you review from your SPSA based on your site goal?
   b. Needs Assessment of Goal 1
      i. What is working?
      ii. What is not working?
   c. Program Evaluation (Title One & EL Expenditures) (Goal 1)
      i. What activities are funded out of Title One?
         1. What is working?
         2. What is not working?
   d. Review and Revise EL Plan in SPSA (Specific to Goal 1, if applicable)
   e. ATSI ONLY: Review and Revise ATSI Plan in SPSA (Specific to Goal 1, if applicable)
4. Approve Family & Parent Engagement Policy {ACTION}
5. Approve Parent Compact {ACTION}
6. Budget Updates
   a. Wishlist for Potential Budget Increases
   b. Expenditure requests (needed if funds are to be expended on items not detailed in SPSA) {ACTION}
7. LCAP Data Collection: Goal 1 LCAP/SPSA Feedback

Next Meeting Date: Dec 12, 2024

SSC Meeting 3

Magnolia Elementary
School Site Council (SSC) Meeting
Date: Dec 12, 2024
Time: 2:30 pm
Location: Zen Den

Agenda

1. Read Minutes- (Review/Amend/Approve)
2. Share ELAC input
3. Parent and Family Engagement Training
4. Review & Revise SPSA (Goal 2)
    a. Data Review (Metrics Goal 2)
        i. What metrics will you review from your SPSA based on your site goal?
    b. Needs Assessment of Goal 2
        i. What is working?
        ii. What is not working?
    c. [Program Evaluation (Title One & English Learner Plan Expenditures)](#) (Goal 2)
        i. What activities are funded out of Title One?
            1. What is working?
            2. What is not working?
        ii. Review and Revise EL Plan in SPSA (Specific to Goal 2, if applicable)
    d. ATSI ONLY: Review and Revise ATSI Plan in SPSA (Specific to Goal 2, if applicable)
5. Budget Updates:
    a. Expenditure requests (needed if funds are to be expended on items not detailed in SPSA) {ACTION}
6. LCAP Data Collection: [Goal 2 LCAP/SPSA Feedback](#)

Next Meeting Date: February 6, 2024

SSC Meeting 4

Magnolia Elementary
School Site Council (SSC) Meeting
Date: Feb 6, 2024
Time: 2:30 pm
Location: Zen Den

Agenda

1. Read Minutes- (Review/Amend/Approve)
2. Review & Revise SPSA (Goal 3 & 4)
   a. Data Review (Metrics Goal 3 & 4)
      i. What metrics will you review from your SPSA based on your site goal?
   b. Needs Assessment of Goal 3 & 4
      i. What is working?
      ii. What is not working?
   c. [Program Evaluation (Title One and EL Expenditures)](#) (Goal 3 & 4)
      i. What activities are funded out of Title One?
         1. What is working?
         2. What is not working?
      ii. Review and Revise EL Plan in SPSA (Specific to Goal 3 & 4)
   d. ATSI ONLY: Review and Revise ATSI Plan in SPSA (Specific to Goal 3 & 4)
3. Budget Updates:
   a. Expenditure requests (needed if funds are to be expended on items not detailed in SPSA) {ACTION}
   b. Title 1 increase adjustments in plan
4. Approve Changes to SPSA {ACTION}
5. LCAP Data Collection: [Goal 3 & 4 LCAP/SPSA Feedback](#)

Next Meeting Date: Mar 20, 2024

SSC Meeting 5

Magnolia Elementary
School Site Council (SSC) Meeting
Date: Mar 20, 2024
Time: 8:15 am
Location: Art Room

Agenda

1. Read Minutes- (Review/Amend/Approve)
2. Annual Review of Current Plan:
   a. Review Goal 1, Goal 2, Goal 3, Goal 4
      i. Overall Implementations of Strategies
      ii. Overall Effectiveness of Strategies
      iii. What changes should be made for next year's plan.
   b. Annual Review: Program Evaluation (Title One and EL Expenditures)
      i. What activities are funded out of Title One?
         1. What is working?
         2. What is not working?
   c. Annual Review: EL Program in SPSA
   d. Annual Review: ATSI Plan in SPSA
3. Budget Updates:
   a. Expenditure requests (needed if funds are to be expended on items not detailed in SPSA) {ACTION}
4. Share-out from staff development opportunities
5. [Optional: Schedule SSC Walkthrough (Needs Assessment)]
6. LCAP Data Collection: Annual Review LCAP/SPSA Feedback

Next Meeting Date: May 22, 2024

SSC Meeting 6

Magnolia Elementary
School Site Council (SSC) Meeting
Date: May 22, 2024
Time: 2:30 pm
Location: Zen Den

Agenda

1. Read Minutes- (Review/Amend/Approve)
2. [Optional: Review Needs Assessment Walkthrough]
3. Present and Receive Feedback on Next Year's Plan (SPSA Presentation)
    a. Needs Assessment- What are our current needs based on data?
        i. Goal 1
        ii. Goal 2
        iii. Goal 3
        iv. Goal 4
    b. Review ELAC SPSA Feedback on Plan- EL Program Needs Assessment
    c. ATSI Only: Present ATSI Plan
4. Revision/Review of By-laws {ACTION}
5. Budget Updates:
    a. Expenditure requests (needed if funds are to be expended on items not detailed in SPSA) {ACTION}
6. Review changes to SPSA based on Feedback
7. SPSA Approval {ACTION}

SPSA Plan submitted for Governing Board Approval in July