



STAYING ON TRACK AUGUST 2017

Below is a short overview of some of the activities you need to begin to complete for this school year.

General

Review overall staffing and determine which staff members might be classified as multifunded and begin to prepare personnel time accounting forms- monthly or semi-annually. Review job descriptions and duty statements and verify that job descriptions, duty statements and funding distributions accurately reflect the duties and time distributions for the categorically funded staff.

Identify staff member responsible for receiving and investigating complaints under the Uniform Complaints Procedure (UCP). Edit, as necessary, the district's UCP notice and prepare to distribute to all parents, students, staff, and school committees. (Is your Policy up to date?)

Determine how state assessment results will be organized and how the assessment data will be made available to instructional staff. Plan for the distribution of student reports to parents within the guidelines set by CDE.

Review **School Site Council (SSC)** membership to see if new members are needed and prepare to conduct the selection/election process for each group represented on the council. *Sample SSC composition! (A Vote needs to be taken, and documented.) Document all steps in the selection/election process. Review SSC bylaws, if needed, on the selection/election of new members or for replacing members.

Plan and prepare for distribution of the District Title I Parent Involvement Policy and school level Title I Parent Involvement Policy & Compact to all parents. Keep notes/documentation on the distribution method. (This could be done at "Back To School Night").

Plan and prepare for the Annual Title I Parent meeting (which can be held in conjunction with Back to School Night). Keep documentation and copies of meeting notice, sign-in sheets, agenda and/or presentation materials, and any other materials provided to parents.

Title I Program:

The Title I **required** Annual meeting may be done at the Back to School Night. All Tehama County Schools are Schoolwide, which means that all Parent/Community members should hear how the funds are used. Use this time to also ask for Parent involvement and help in your school. You should be able to explain how Title I and other funds are helping your school programs. Use this time to also ask parents to get involved in your School Site Council. School Site Council holds open meetings, subject to Brown Act requirements. (Agendas are required to be posted, 72 hours before meeting!)

School Site Council (SSC): Each year your SSC needs to be trained as to their responsibilities and duties. Attached is a sample of the training information you might use.*(see below)

District: Continue consultation with participating private schools to ensure timely implementation of programs at the beginning of the school year.

Title II Activities:

Establish a District/School calendar of Professional Development activities.

Title III

Tehama County CELDT Training will be held August 23, 2017 in the Library

Plan and prepare for CELDT testing, only test new students to your District, during the testing window July1 – October 31.

Plan and prepare for distribution of Title II EL parent notifications letter, (Annual or Initial.)*

Plan and prepare the Title III/EL parent notifications for each individual EL student. Notifications are distributed to parents annually within 30 days of the start of the school year. Ensure all required information is included in the annual notice (samples are available).

District English Learner Advisory Committee/ English Advisory Committee (DELAC/ELAC) – Set meeting dates and times for school year. Review your district EL Master Plan and/or Federal Monitoring Instrument (EL 02, 03) for meeting content and requirements.

Preparing for Annual Visit of District Auditors

Review the Title I checklist that some auditors have asked District's to respond to, regarding their 2016-2017 school year activities and expenditures. These requests are directly related to Title I and II compliance regulations and should provide you with a reminder of documents you need to have available. The Consolidated Application is available ONLINE at CDE. (Need help to access Consolidated Application (CARS) (Phone-Ray Dinkel at 528-7330)

CO-OP Luncheon Date:

The first **CO-OP Luncheon** of the year will be at 11:30am on **October 12, 2017**, after the Administrative Council Meeting, in the Library at Tehama Department of Education. Please mark your calendar and plan on attending the Luncheon.

Things to find and have available: (Or Work on?)

- **Evaluated the Effectiveness of the goals in your SPSA Plans**
- **Update your categorical Inventory List**
- **Ensure that the School Site Council members have been selected by their Peers**
- **Principal Attestations are completed for Paraprofessionals and teachers**
- **Minutes from SSC and ELAC/DELAC Meetings are available**
- **Review School/District Parent Involvement Policies and distributed to parents(Handbook)**
- **Review UCP Policies and procedures and they are up-to-date(BP & AR 1312.3)* (5/17)**
- **Review Williams Settlement policy and they are up-to-date(BP & AR 1312.4)* (8/14)**
- **Review the Homeless Policy and they are up-to-date (BP & AR 6173)* (10/16)**
- **Review Policy on Suicide Prevention(Grades 7-12) (BP & AR 5141.52) * (3/17)**

***Please check and see that your Policies are up-to-date! (*indicates latest revision date from CSBA!) Several need to be posted in Classrooms and School/District Office.**

Samples of Items mentioned above:



ELSD-Sample
Annual Letter.doc



ELSD-Sample Initial
Letter.doc



Initial Sample letter
with bubbles.pdf

*EL Letter to Parents/Guardians:



SSC Presentation
Rev. 09_15(1).pptx

School Site Council Training Materials:



Principal Letter.pdf

Principal Attestation Letter:

