



**Federal and State Education Programs Branch**

**TIME-TASK Monitoring Calendar 2023-2024**

All records must be maintained for at least five years.

**School Site Responsibilities (by Category)**

|  | *Timeline                               | Date(s) Completed |
|--|---|-------------------|
| <b>Beginning July 2023</b>   |   |                   |
| <b>Opening Activities for Principals</b>   |   |                   |
| Prepare control records for all funding sources. See: <a href="https://www.lausd.org/Page/18778">https://www.lausd.org/Page/18778</a>  | July-August (before school year starts) |                   |
| If applicable, review Title I payback letter from FSEP and request reversal if you determine it was not accurate   | July-August (before school year starts) |                   |
| Ensure accuracy of personnel roster information for Title I.   | July-August (before school year starts) |                   |
| Review applicable student data and trends from locally captured data and prior years SBAC test results.  | July-August (before school year starts) |                   |
| Identify district memoranda, bulletins, reference guides and processes to share with stakeholders to improve student achievement and maintain compliance. See: <a href="https://www.lausd.org/Page/10004">https://www.lausd.org/Page/10004</a> | July-August (before school year starts) |                   |
| Create calendar of professional development for the school year.   | July-August (before school year starts) |                   |
| Identify the person responsible for receiving and investigating complaints and ensuring compliance with the Uniform Complaint Procedures (UCP) for the 2023-2024 school year. Refer to BUL-5159.11-UCP Complain Procedures                     |   |                   |
| Schedule and plan meetings with staff, parents, student leaders, SSC members, and community to share student achievement data, and review SPSA.  | July-August (before school year starts) |                   |
| Plan Annual Title I Meeting. See: <a href="https://www.lausd.org/Page/3757">https://www.lausd.org/Page/3757</a>  | July-August (before school year starts) |                   |
| Prepare Title I SWP/TAS Overview for the Annual Title I Meeting. SWP: <a href="https://www.lausd.org/Page/3757">https://www.lausd.org/Page/3757</a> ; TAS: <a href="https://www.lausd.org/Page/3756">https://www.lausd.org/Page/3756</a>       | July-August (before school year starts) |                   |
| Prepare forms for maintenance of records (e.g., agendas, minutes, and sign-ins) regarding federal programs, SSC, and/or committees.  | July-August (before school year starts) |                   |
| <b>Targeted Assistance Schools (TAS) Programs</b>  |   |                   |

\*The fiscal year begins July 1, 2023 and ends June 30, 2024

# TIME-TASK Monitoring Calendar

# 2023-2024

|   | *Timeline                        | Date(s) Completed |
|---|----------------------------------|-------------------|
| Identify Title I-eligible students and document as outlined in the interoffice correspondence entitled <i>Guidelines and Procedures for Identifying Title I-Eligible Students at Targeted Assistance Schools</i> .  | July-June ( <i>ongoing</i> )     |                   |
| If the school is currently operating a Title I Targeted Assistance School (TAS) program, ensure that student participation data is being maintained indicating the number of students served in each content and support service area, to be reported on the CALPADS End of Year (EOY) data collection and Spring Consolidated Application submission.  | July-June ( <i>ongoing</i> )     |                   |
| Present Title I TAS Overview at the Annual Title I meeting.<br>See TAS: <a href="https://www.lausd.org/Page/3756">https://www.lausd.org/Page/3756</a>   | August-October                   |                   |
| Continue program evaluation and student achievement data analysis to develop or update school plan – involve the SSC, work toward completion of SPSA Evaluation, and develop findings to update Actions in SPSA Goal sections.  | August-June ( <i>ongoing</i> )   |                   |
| Enter Title I Eligibility information in MISIS, distribute rosters to classroom teachers, maintain current rosters of Title I students throughout the year. Determine services to be provided to eligible students and start/end date of services.  | August-June ( <i>ongoing</i> )   |                   |
| Submit Attachment A: <i>Academic Achievement Assessment Measures Used to Identify Title I Eligible Students for the 2023-2024 School Year</i> and Attachment B: <i>TAS Student Identification Roster</i> to Mohamed Tantawi at the FSEP office. See Interoffice Correspondence: <a href="https://www.lausd.org/Page/3756">https://www.lausd.org/Page/3756</a>   | <b>DUE: October 6, 2023</b>      |                   |
| If the school is currently operating a Title I Targeted Assistance School Model (TAS), has at least a 45% poverty level, and intends to move to a Schoolwide (SWP) program model, contact FSEP for training and technical assistance and establish a timeline to begin the year-long planning process.  | October-November                 |                   |
| If the school is a Title I Targeted Assistance School (TAS), and has at least 45% poverty, and intends to operate as a Schoolwide Program (SWP) in the 2024-2025 school year, verify that the comprehensive needs assessment process is completed or continuing on schedule and that the SSC is involved in developing goals and developing the SWP plan to include all elements required for SWP.  | November-June ( <i>ongoing</i> ) |                   |
| If the school is operating a Targeted Assistance School (TAS) program, verify that personnel paid with Title I funds assume duties assigned to non-Title I staff only if the assignment is similar to, and the amount of time spent on such duties is equivalent to, that of similar personnel. Verify that duty statements and time accounting logs provide supporting documentation.  | July-June                        |                   |
| Submit an updated <i>Title I Student Identification Roster and Report Identifying Services Provided to Identified Title I Students</i> to FSEP. The submission of this form in January 2024 will include the initial list of Title I students (the list that was submitted in October 2023) as well as the identified services provided.<br>See Interoffice Correspondence: <a href="https://www.lausd.org/Page/12802">https://www.lausd.org/Page/12802</a> | <b>DUE: January 31, 2024</b>     |                   |
| <b>Schools Applying for Schoolwide Program (SWP) Status</b>   |                                  |                   |
| Submit intent to become SWP to FSEP during plan writing for 2024-2025 implementation.   | August-February                  |                   |
| Invite parents to provide input and participate in the development of professional development for school staff to build their capacity to work effectively with parents.   | August-June ( <i>ongoing</i> )   |                   |

\*The fiscal year begins July 1, 2023 and ends June 30, 2024

# TIME-TASK Monitoring Calendar

# 2023-2024

|   | *Timeline                      | Date(s) Completed |
|---|--------------------------------|-------------------|
| Submit plan to Region for technical review and feedback for SWP compliance, and for approval and signatures on the assurances for certification.  | November-June <i>(ongoing)</i> |                   |
| Submit SWP SPSA. <b>Note:</b> Schools must receive a written notification of SWP status from LAUSD prior to implementing a SWP.   | November-June <i>(ongoing)</i> |                   |
| <b>School Wide Program (SWP) Schools</b>  |                                |                   |
| Present Title I SWP Overview at the Annual Title I meeting.<br>See SWP: <a href="https://www.lausd.org/Page/3757">https://www.lausd.org/Page/3757</a>   | August-October                 |                   |
| Continue program evaluation and student achievement data analysis to develop or update school plan – involve the SSC, work toward completion of SPSA Evaluation, and develop findings to update Actions in SPSA Goal sections.  | August-June <i>(ongoing)</i>   |                   |
| <b>School Plan for Student Achievement (SPSA)</b>   |                                |                   |
| Verify that the School Plan for Student Achievement (SPSA) includes a description of how the School Site Council (SSC) will monitor the SPSA. Ensure that processes are in place to support and facilitate monitoring activities.   | July-June <i>(ongoing)</i>     |                   |
| Begin writing online 2024-2025 SPSA and submit to the Region for technical review and feedback upon completion and SSC approval. Due Date dependent on each Region.   | November-June <i>(ongoing)</i> |                   |
| Correct any errors in the SPSA that may be preventing it from receiving final approval  | April-June                     |                   |
| Review SPSA to determine if all activities in the plan are being implemented as planned and scheduled.  | July-June <i>(ongoing)</i>     |                   |
| If the school is operating a Title I Schoolwide program (SWP), ensure that activities to support pre-K transition are included in the plan and being implemented as described in the approved SPSA. (Elementary schools only)   | July-June <i>(ongoing)</i>     |                   |
| If the school is operating a SWP, ensure that increased learning time, such as extended day/year programs are being implemented as described in the SPSA.   | August-June <i>(ongoing)</i>   |                   |
| Verify that procedures are in place to identify students at risk of not meeting state standards and ensure that they receive intervention services in a timely manner. In a Title I Schoolwide Program it is not necessary to maintain a list of identified students; however, the school plan should include processes to identify and support students at risk of not meeting standards in a timely manner. | August-June <i>(ongoing)</i>   |                   |
| Verify that classroom teachers are retaining their responsibility for instruction and supervision of students and that instructional assistants work in close proximity to the classroom teacher.   | August-June <i>(ongoing)</i>   |                   |
| Involve staff and parents in developing ongoing goals and setting priorities for 2023-2024 budget expenditures based on student needs supported by data in the SPSA.  | August-June <i>(ongoing)</i>   |                   |
| Implement monitoring activities as described in the SPSA to ensure planned activities are being implemented according to timelines in the plan and are being effective in improving student achievement. Verify that School Site Council minutes reflect that the SSC was involved in the process and understand the results of monitoring.   | August-June                    |                   |
| Verify that school staff members are informed of the duties of the District's homeless liaison and aware of services available to support homeless students.  | August-June                    |                   |

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# TIME-TASK Monitoring Calendar

# 2023-2024

|  | *Timeline             | Date(s) Completed |
|--|-----------------------|-------------------|
| Ensure that staff members responsible for enrollment are aware of immediate enrollment requirements for foster youth and the right of foster youth to remain in their school of origin and are trained in procedures for ensuring these requirements are met.  | July-June (ongoing)   |                   |
| Ensure that school-level criteria have been identified for the annual evaluation of the effectiveness of the SPSA, and that processes are in place to collect data needed for the annual evaluation.   | July-June (ongoing)   |                   |
| Ensure that the ELAC has had input into any changes in the SPSA based on changes in available funding.   | August-June           |                   |
| Verify and maintain documentation to demonstrate that evidence-based instructional strategies described in the SPSA are being implemented: in Targeted Assistance programs to address the needs of participating students; in Schoolwide Programs (SWP) for any students identified in the plan, but particularly for low-achieving students.  | August-June (ongoing) |                   |
| If the school is an elementary school operating a Title I SWP, verify that plans for assisting preschool children to transition to the school are described in the SPSA and are being carried out as described.  | August-June (ongoing) |                   |
| If the school is currently operating a Title I SWP, review the evaluation plan in the SPSA and ensure that processes are in place to evaluate and report on the implementation and effectiveness of the plan. Verify and maintain documentation to demonstrate that the SSC is involved in monitoring the plan. (Note: Monitoring and evaluation of the effectiveness of the SPSA are required for all schools receiving Consolidated Application funding.) Refer to the new SPSA template for guidance on evaluation criteria:<br><a href="https://www.lausd.org/Page/11956">https://www.lausd.org/Page/11956</a> | August-June           |                   |
| If the school intends to operate as a Title I Schoolwide Program (SWP) in the 2024-2025 school year, ensure that the comprehensive needs assessment has been completed, and the School Site Council (SSC) has developed a School Plan for Student Achievement (SPSA) based on the needs assessment that meets ESSA requirements. Ensure that the plan will be completed in time for Board approval prior to the October 31 <sup>st</sup> approval deadline.  | November-June         |                   |
| If the school has been identified for Comprehensive Support and Improvement (CSI) or Additional Targeted Support and Improvement (ATSI), ensure processes are in place for conducting a comprehensive needs assessment leading to revision of the SPSA to include evidence-based practices and a review of resource inequities.  | November-June         |                   |
| Establish processes and timelines for reviewing student achievement data and revising the School Plan for Student Achievement (SPSA) for the 2023-2024 school year.  | August-June           |                   |
| If the school will be operating as a Title I Targeted Assistance School (TAS) in 2023-2024, verify that multiple, education-related identification criteria have been established and that processes are in place or are being developed to ensure timely identification of students and initiation of services.   | July-June             |                   |
| <b>SPSA Evaluation – Monitoring School Plan for Student Achievement (SPSA)</b>   |                       |                   |
| Plan to involve the SSC in reviewing, monitoring, and modifying (as needed) priorities for the 2023-2024 SPSA and related budget expenditures based on student needs.  | July-June (ongoing)   |                   |
| Ensure that school staff members are familiar with the School Plan for Student Achievement (SPSA) and understand their responsibilities in carrying out activities identified in the plan. Document training provided to staff regarding plan content and requirements.  | July-June (ongoing)   |                   |

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# TIME-TASK Monitoring Calendar

# 2023-2024

|  | *Timeline                        | Date(s) Completed |
|--|----------------------------------|-------------------|
| Ensure that the School Site Council has established processes to monitor implementation of activities included in the SPSA and progress in achieving the objectives stated in the plan. Monitoring processes and timelines should be described in the SPSA. Maintain documentation of the evaluation findings and ensure that they are used in the SPSA revision.  | July-June ( <i>ongoing</i> )     |                   |
| Ensure that processes have been established for SSC to obtain advice on the SPSA from the English Learner Advisory Committee (ELAC) and any other applicable advisory committees. Ensure that SSC minutes include documentation of the receipt of such advice.   | July-June ( <i>ongoing</i> )     |                   |
| Ensure that the School Site Council has been provided with the school's 2023-2024 Title I allocation and that this amount is reflected in the SPSA budget.   | July-June ( <i>ongoing</i> )     |                   |
| Ensure that SSC has established a timeline and meeting dates for analysis of assessment data and revision of SPSA. Verify that the SSC has determined how other school staff and parents will be involved in the process.  | August-June                      |                   |
| Ensure that School Site Council and any advisory committees have developed/reviewed their by-laws to allow them to conduct meetings and accomplish their required duties in an open, fair, effective manner.   | August-June                      |                   |
| Review the SPSA to ensure that materials and equipment needed to implement the program are included in the plan, linked to specific outcomes and activities, and included in the plan's budget page. Begin required processes to facilitate acquisition of materials and services so planned activities can be implemented in a timely manner.   | July-June ( <i>ongoing</i> )     |                   |
| Review SPSA to ensure it includes necessary professional development (PD) to meet stated goals and objectives and that PD is linked to program activities and student outcomes and included in the plan's budget. Calendar planned professional development activities.  | July-June ( <i>ongoing</i> )     |                   |
| Verify that processes are in place to ensure that homeless students are being enrolled immediately as required.  | July-June ( <i>ongoing</i> )     |                   |
| Determine what supplemental services are needed to ensure academic success for identified homeless students; contact District Homeless Coordinator, if necessary, to ensure appropriate services are provided.   | July-June ( <i>ongoing</i> )     |                   |
| Ensure, by including in monthly SSC agendas and minutes, that the SSC <u>monitors implementation</u> of activities included in the SPSA and progress in achieving the objectives stated in the plan (i.e., agenda items such as monthly time reports from categorically funded personnel, data analysis, progress and implementation of strategies described in the SPSA, realignment of budget).  | August-June ( <i>ongoing</i> )   |                   |
| Review and analyze student data and begin developing 2024-2025 SPSA for submission to the Region for technical review and feedback. Due Date dependent on each Local District.   | November-June ( <i>ongoing</i> ) |                   |
| Finalize program evaluation of the 2022-2023 school year and student achievement data analysis to develop or update current school plan, develop findings to update Actions in SPSA Goal sections, and complete and submit 2022-2023 SPSA Evaluation — involve the SSC and document in SSC Minutes.  | <b>DUE: October 31, 2023</b>     |                   |
| <b>Budget</b>  |                                  |                   |
| Review 2022-2023 time and effort reports, job descriptions and duty statements for categorically funded personnel. Verify that job descriptions, duty statements and funding distributions for categorically funded staff accurately reflect the duties and the time and effort required to meet program needs. Make any necessary adjustments for the coming year to ensure job descriptions, duty statements and funding are correct and aligned | July-August                      |                   |

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# TIME-TASK Monitoring Calendar

# 2023-2024

|  | *Timeline   | Date(s) Completed |
|--|---|-------------------|
| with program needs. Refer to Program and Budget Handbook and seek guidance from Federal and State Education Programs or Regional Office. ( CFR 200.420-474, Selected Items of Cost 8(e): <a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl</a> and to the Procedure 905 in the California School Accounting Manual (CSAM): <a href="http://www.cde.ca.gov/fq/ac/sa/">http://www.cde.ca.gov/fq/ac/sa/</a> ) |   |                   |
| Submit Software Licenses Orders or Renewals for the 2022-2023 School Year – Any new licenses or renewals must end by 6/30/23 or 7/31/23 (Summer Intervention)  | July-April  |                   |
| Check current balances in school-level categorical funding sources to ensure funds are expended or requisitions are in process prior to District Title I cut-off date for purchasing/contracts ( <b>May 5</b> ). The <b>May 5</b> deadline is for <b>all</b> Title I purchases including P-Card, Shopping Cart, and Imprest (except for equipment and licenses which have an earlier deadline).  | July-April ( <i>ongoing</i> )   |                   |
| Submit approved SPSA/SPSA Modification pages and required documentation for all purchases (see <a href="#">Title I Cheat Sheet</a> ).  | July-May  |                   |
| Monitor Title I payroll overdrafts and work with Payroll Reporter to make payroll corrections.   | July-June ( <i>ongoing</i> )  |                   |
| Review all Title I any proposed expenditures to ensure they are allowable under the program, based on assessed student needs; supplemental to the core instructional program, and that they are included in the SPSA.  | July-June ( <i>ongoing</i> )  |                   |
| Submit SSC-approved SPSA Modification with School Budget Adjustment Request (SBAR)/School Budget Signature Form to Regional Office for review and approval.  | August-June ( <i>ongoing</i> )  |                   |
| Submit Software Licenses Orders or Renewals for the 2023-2024 School Year – Software licenses must be in place at the school site by <b>May 5<sup>th</sup></b> , which means that these orders must be processed no later than early April. Software licenses (renewal or new) must end by June 30, 2024 or if using for summer intervention, the end date is July 31, 2024.   | July-May ( <i>ongoing</i> )   |                   |
| Continue to involve SSC and other stakeholders in reviewing goals and setting priorities for 2023-2024 budget expenditures based on student needs supported by current data.   | September-June ( <i>ongoing</i> )   |                   |
| Obtain updated budget information for the Title I program from the District's fiscal services staff and schedule time on the School Site Council (SSC) agenda to consider any necessary SPSA budget revisions. Verify that the SSC minutes reflect approval of any SPSA changes.   | August-June   |                   |
| Submit all Title I General Supplies Technology, Non-Capitalized Equipment, and/or Capitalized Equipment Shopping Carts in SAP so that equipment is received by <b>May 5<sup>th</sup></b> of the current school year.   | Due: <b>January 30, 2024*</b><br>*If using LRP, order due to Shopping Cart Support Unit December 15, 2023 |                   |
| <b>Budget Development Process</b>  |   |                   |
| Finalize SPSA expenditures once the school receives the 2024-2025 allocation letters   | February-April  |                   |
| Submit School Budget Signature Forms to the LD Fiscal Specialist for processing  | February-April  |                   |
| <b>Note:</b> Appropriate signatures must be obtained on the School Budget Signature Forms. Signatures are an indication that staff and council/committee members (SSC and ELAC) have been involved in planning, implementing, and evaluating the school plan and budget.   | February-April  |                   |
| Check current balances in school-level categorical funding sources to ensure funds are expended or requisitions are in process prior to District Title I cut-off date for purchasing/contracts (May 5 <sup>th</sup> )  | July-May  |                   |

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# TIME-TASK Monitoring Calendar

# 2023-2024

|  | *Timeline  | Date(s) Completed |
|--|--|-------------------|
| Finalize Online SPSA including budget to LD for review and approval. Due date determined by each local district.   | February-April                                   |                   |
| Review all Title I expenditures to date and any proposed expenditures to ensure they are allowable under the program, based on assessed student needs; supplemental to the core instructional program, and that they are included in the SPSA.   | July-June (ongoing)                              |                   |
| <b>Equipment Inventory (Review Bulletin Number BUL-3508.8)</b>   |  |                   |
| Ensure that a complete and accurate historical Categorical Equipment Inventory (CEI) for the 2022-2023 school year has been submitted. Submit disposal of equipment forms to Federal and State Education Programs (FSEP) See BUL-3508.8, Attachment C, <a href="https://www.lausd.org/Page/16516">https://www.lausd.org/Page/16516</a>   | July-August ( <i>before school year starts</i> ) |                   |
| Update Categorical Equipment Inventory to include all equipment purchased with categorical funds and costing \$500 or more per item. See BUL-3508.8: <a href="https://www.lausd.org/Page/16516">https://www.lausd.org/Page/16516</a>   | July-June ( <i>ongoing</i> )                     |                   |
| Conduct, every other year, a physical check at the school site of categorically funded equipment and reconcile the results with inventory records. Ensure that a procedure is in place to conduct this physical check. See BUL-3508.8: <a href="https://www.lausd.org/Page/16516">https://www.lausd.org/Page/16516</a>   | July-June ( <i>ongoing</i> )                     |                   |
| Verify that a system is in place to ensure that equipment purchased with categorical funds is used only for allowable purposes. If the school is operating a Targeted Assistance School Program, equipment purchased with Title I funds must be used for identified students only.   | November-June                                    |                   |
| Verify that all equipment, including “small and attractive items” that are particularly vulnerable to loss, are accounted for and securely stored.   | January-June                                     |                   |
| <b>Time Reporting for Federal and State Categorical Programs (Review Bulletin Number BUL-2643.14)</b>  |  |                   |
| Maintain a list of categorically-funded personnel to facilitate the completion of time and effort documentation that is required at the end of every reporting period (i.e., MFTR – monthly, Periodic/Blanket Certification – every semester).   | July-June ( <i>ongoing</i> )                     |                   |
| Review time-reporting memoranda with categorically funded staff (Multi-funded time reporting and Periodic Certification). See: <a href="https://www.lausd.org/Page/10004">https://www.lausd.org/Page/10004</a>   | August-June                                      |                   |
| Verify that all school-level employees paid with categorical funds are providing direct services to students (including professional development and parent involvement activities) unless the employee is paid out of funds reserved for administrative costs and is documenting the time as such.  | August-June                                      |                   |
| Collect Multi-funded Personnel Time Report and/or time accounting logs at the end of each month from personnel who are funded by a combination of Federal/State Funds but not Single Cost objective See: <b><u>BUL-2643.14</u></b><br>For additional information, contact Accounting at <a href="mailto:Acctg-Controls@lausd.net">Acctg-Controls@lausd.net</a> .   | July-June ( <i>ongoing</i> )                     |                   |
| Compare time and effort reporting through Personnel Activity Reports (PARs) or comparable documentation, for multi-funded personnel with their actual duties to ensure the reports accurately reflect the time and effort devoted to federal programs or other restricted sources. If significant discrepancies are noted, discuss this with the school principal/site administrator to determine if the employee should be redirected to provide appropriate services or if | July-June ( <i>ongoing</i> )                     |                   |

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# TIME-TASK Monitoring Calendar

2023-2024

|   | *Timeline   | Date(s) Completed |
|---|---|-------------------|
| the funding sources need to be changed to reflect the duties performed. For further information contact Accounting at <a href="mailto:Acctg-Controls@lausd.net">Acctg-Controls@lausd.net</a>  |   |                   |
| Collect Periodic Certification from personnel who are funded by: <ul style="list-style-type: none"> <li>• a single federal categorical program</li> <li>• a single state-restricted program</li> </ul> a single cost or single indirect cost activity   | <b>DUE: January 31, 2024</b>  |                   |
| Submit Administrator Assurance to LD Operations Administrator that all Multi-Funded Time Reports (MFTRs)/ Periodic Certifications (PCs) have been collected. For further information contact Accounting at <a href="mailto:Acctg-Controls@lausd.net">Acctg-Controls@lausd.net</a>   | <b>DUE: January 31, 2024</b>  |                   |
| Collect Periodic Certification from personnel who are funded by: <ul style="list-style-type: none"> <li>• a single federal categorical program</li> <li>• a single state-restricted program</li> </ul> a single cost or single indirect cost activity   | <b>Due: July 31, 2024</b>   |                   |
| Submit Administrator Assurance to LD Operations Administrator that all Multi-Funded Time Reports (MFTRs)/ Periodic Certifications (PCs) have been collected. For further information contact Accounting at (213) 241-7970   | <b>DUE: July 31, 2024</b>   |                   |
| <b>Parent and Family Engagement</b>   |   |                   |
| Notify parents of their children's Title I eligibility and supplemental support identified in the SPSA. For SWP letter see: <a href="https://www.lausd.org/Page/3757">https://www.lausd.org/Page/3757</a> or for TAS letter see: <a href="https://www.lausd.org/Page/3756">https://www.lausd.org/Page/3756</a>                      | August-September  |                   |
| Ensure that the Title I Annual Meeting for parents of Title I students is held and that parents are provided multiple opportunities to participate. Maintain documentation to demonstrate multiple opportunities for parents to participate.  | August-October<br><b>DUE in PRINCIPAL PORTAL: January 31, 2024</b>            |                   |
| Distribute LAUSD Title I Parent and Family Engagement Policy summary in MEM. 6750.6.  | August-November<br><b>DUE in PRINCIPAL PORTAL: January 31, 2024</b>           |                   |
| Train school certificated and/or classified staff to partner with parents two times in the year. Invite parents to provide input and participate in the development of professional development for school staff to build staff capacity to work effectively with parents.  | August-December<br><b>DUE in PRINCIPAL PORTAL: January 31, 2024</b>           |                   |
| Provide parents with training to understand how to support learning at home and at school by explaining learning standards, proficiency and assessments. Ensure parent trainings were held and maintain all required documentation.   | August-May ( <i>ongoing</i> )<br><b>DUE in PRINCIPAL PORTAL: May 31, 2024</b> |                   |
| <b>Council and Committees (Review Bulletin Number BUL-6745.6: Guidelines for Required English Learner Advisory Committee and School Site Council)</b>   |   |                   |
| Plan meeting dates for orientation and election of SSC and English Learner Advisory Committee (ELAC) members. Become familiar with the updated bulletin, specifically new guidance for EL eligible members for the parent category. Also, spend time studying the SSC At-a-Glance calendar for tasks delegated to the SSC and ELAC. | August ( <i>before school year starts</i> )                                   |                   |

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# TIME-TASK Monitoring Calendar

# 2023-2024

|  | *Timeline  | Date(s) Completed |
|--|--|-------------------|
| Form a compliant SSC including the required orientation and election process as outlined in BUL-6745.6, and provide parent members who are elected as officers with a welcome letter in BUL-6745.6   | August-September   |                   |
| Maintain meeting materials for SSC and ELAC by month (flyers, agendas, sign-ins, minutes, ELAC recommendation/SSC response forms, and handouts/materials).   | August-June ( <i>ongoing</i> )   |                   |
| Complete in Principal's Portal the required SSC and ELAC Verification forms and upload the member orientation and election evidence. <a href="http://principalportal.lausd.net">http://principalportal.lausd.net</a> . Upload includes providing agendas, minutes and sign-ins for member elections, not officer elections.  | <b>DUE in PRINCIPAL PORTAL:<br/>September 22, 2023</b>                     |                   |
| Ensure that processes are in place for the SSC to develop/revise the School Safety Plan or delegate that responsibility to another committee that meets composition requirements for a School Safety Planning Committee.   | September-October  |                   |
| Train the SSC members on their roles and responsibilities before the first official meeting. Train officers on selected parliamentary procedures to lead the SSC meetings. Plan to provide members time to study the SSC and ELAC At-A-Glance calendars and offer training to help members and officers understand the important role they play to plan meeting agendas, work as a team, and understand the responsibilities they are asked to complete each year. Provide SSC and ELAC letters confirming their membership and role as officers.  | September-October ( <i>ongoing</i> )                                       |                   |
| Review and revise the school's Title I Parent and Family Engagement Policy and School-Parent Compact with parents, establishing a timeline of activities to implement the policy. Include those activities in the school's SPSA. Once developed, the SSC must <u>approve</u> the Policy and Compact, and the school must <u>distribute</u> to all parents.   | September-December<br><b>DUE in PRINCIPAL PORTAL:<br/>January 31, 2024</b> |                   |
| Assist SSC and ELAC members in planning a calendar of activities to guide their work, e.g., plan training for members, analyze achievement data, evaluate and monitor SPSA, etc.   | September-June ( <i>ongoing</i> )  |                   |
| The SSC must: <ul style="list-style-type: none"> <li>• Review student performance data.</li> <li>• Review the budget included in the SPSA.</li> <li>• Learn about the TSP and ESSER plans.</li> <li>• Establish school goals.</li> <li>• Develop or delegate the School Safety Plan.</li> <li>• Analyze current educational practices to update SPSA.</li> <li>• Seek the advice of ELAC (as needed).</li> <li>• Evaluate the effectiveness of the goals and activities/strategies found in the SPSA.</li> <li>• Vote to approve the SPSA, related budget and the school Title I Parent and Family Engagement Policy and School-Parent Compact.</li> </ul> | September-June ( <i>ongoing</i> )  |                   |

\*The fiscal year begins July 1, 2023 and ends June 30, 2024

# TIME-TASK Monitoring Calendar

# 2023-2024

|   | *Timeline   | Date(s) Completed |
|---|---|-------------------|
| Review SSC minutes to verify that they include documentation of the SSC's involvement in developing and monitoring implementation of the School Plan for Student Achievement (SPSA) and related budgets. Minutes must show review of ELAC comments/input regarding SPSA within the year also. | February-April  |                   |
| Provide SSC and ELAC members with a certificate and service letter acknowledging their commitment to serve on these school groups. Templates can be found in BUL. 6745.6.   | End of May  |                   |
| <b>Every Student Succeeds Act (ESSA) Assignment Monitoring</b>  |   |                   |
| Review Education Code 44258.9 and reference the MiSiS <i>Assignment Monitoring Report</i> found under Staff Information. Ensure compliance by remedying all misassignments noted as "NOT OK".   | August-September<br>(ongoing as new teachers are hired or schedules reassigned) |                   |
| Title I Schools to mail the ESSA 4-Week Parent Notices to Legal Guardians of Students Taught by Teachers Who Are Not Appropriately Authorized (letters available via MiSiS under Staff Information). See: REF-097901.2 (update anticipated to be released in September)                       | <b>September 14-22, 2023</b>  |                   |
| Title I Schools to submit the ESSA Principal Certification Form via the Principal Portal. See: REF-097901.2 (update anticipated to be released in September)  | <b>September 14-22, 2023</b>  |                   |
| <b>Federal Program Monitoring (FPM)</b>   |   |                   |
| Self-monitor categorical programs using the FPM instruments found on the FSEP website, determine any areas of non-compliance and resolve any non-compliant item. See: <a href="https://www.lausd.org/Page/3750">https://www.lausd.org/Page/3750</a>   | July-June (ongoing)   |                   |
| Determine which employees will need to complete Time and Effort documents according to <a href="#">Bulletin 2643.14</a> . and check the FSEP website for the most up to date information on <a href="#">Time and Effort Reporting</a>   | August-June (ongoing)   |                   |

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