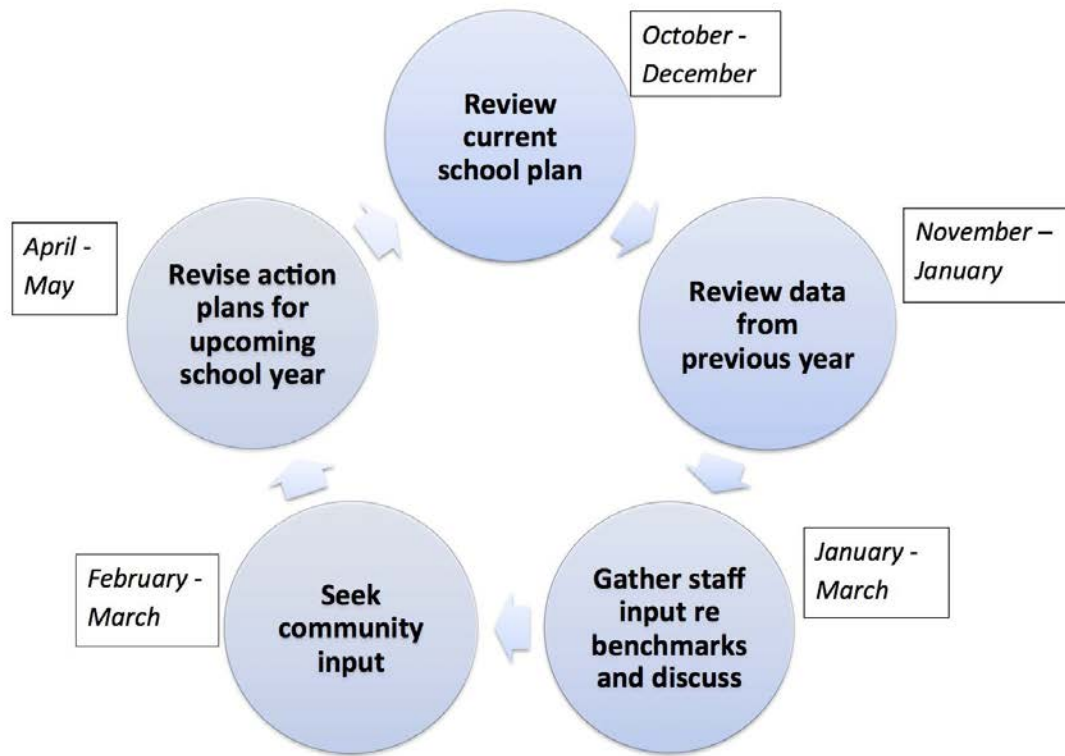


## School Site Plan Development and the SGC Calendar



Monthly Planner	Notes
<p style="text-align: center;"><b>AUGUST</b></p> <p><b>Elections and Preparation for Year</b></p> <ul style="list-style-type: none"> <li>• Outreach for SGC elections: person-to-person, in newsletters, at Back-to-School and PTA meetings, to e-tree, etc.</li> <li>• Partner with parent liaison/family engagement, PTA President, affinity groups, and outgoing SGC members.</li> <li>• Meet with 2015-16 SGC if changes need to be made to 2016-17 plan.</li> <li>• Prepare ballots and disseminate by Monday, September 26.</li> <li>• Close elections and count votes on Friday, September 30.</li> </ul>	
<p style="text-align: center;"><b>SEPTEMBER</b></p> <p><b>Elections and Preparation for Year</b></p> <ul style="list-style-type: none"> <li>• Outreach for SGC elections: person-to-person, in newsletters, at Back-to-School and PTA meetings, to e-tree, etc, in partnership with parent liaison/family engagement, PTA President, affinity groups, and outgoing SGC members.</li> <li>• Meet with 2015-16 SGC if changes need to be made to 2016-17 plan.</li> <li>• Prepare ballots and disseminate by Monday, September 26.</li> <li>• Close elections and count votes on Friday, September 30.</li> </ul>	

<p style="text-align: center;"><b>OCTOBER</b></p> <p><b>District Orientation/First SGC Mini-Meeting - October 18</b></p> <ul style="list-style-type: none"> <li>● District provides orientation to SGC role and function best practices</li> <li>● <u>Hold your First SGC Meeting at the orientation!</u> <ul style="list-style-type: none"> <li>○ Introductions, appoint notetaker for the meeting</li> <li>○ Review group norms and decision-making practices</li> <li>○ Discuss roles of chair or co-chairs and secretary. (First meeting roles can be taken "pro tem" while people get to know each other)</li> <li>○ Select BSEP Planning and Oversight (P&amp;O) Rep and alternate</li> <li>○ Brief Overview of Site Plan</li> <li>○ Discuss carryover monies and priorities for its use.</li> <li>○ Agree on meeting schedule for the year</li> <li>○ Discuss how to inform and include community in SGC meetings</li> <li>○ Ensure SGC is connected to ELAC rep, PAC rep, and PTA liaisons</li> </ul> </li> </ul>	
<p style="text-align: center;"><b>NOVEMBER</b></p> <p><b>Your SGC Meeting: Review Plan, Survey Data, Create Subcommittees</b></p> <ul style="list-style-type: none"> <li>● Review your 2016 -17 Plan</li> <li>● Review the state of budget after Principal's fall meeting. <ul style="list-style-type: none"> <li>○ Vote on carryover proposals from October meeting.</li> <li>○ Complete Site Plan Addendum if the vote is a change from the Budget Summary.</li> </ul> </li> <li>● Review and discuss last year's District Survey and discuss changes to survey.</li> <li>● Create subcommittees (such as Needs Assessment/ Survey, Action Plan, Safety, and/or Resources and goals.</li> <li>● Liaisons - Reports from ELAC, P&amp;O, PAC and/or PTA</li> <li>● Discuss delegates to December District Workshop (see below)</li> </ul>	
<p style="text-align: center;"><b>DECEMBER</b></p> <p><b>December 1 - District Workshop - (Optional)</b></p> <ul style="list-style-type: none"> <li>● Roundtable: Needs Assessments: Surveys, Focus Groups, and Data</li> <li>● Roundtable: Leadership Development and Inclusive, Effective SGCs</li> <li>● Presentation: LCAP Essentials (and other topics TBD)</li> </ul> <p><b>Your SGC Meeting: Discuss Plan, Review Data, Discuss Input Methods</b></p> <ul style="list-style-type: none"> <li>● Continue review of Site Plan and new Action Plan(s) funded by carryover monies.</li> <li>● Review and analyze school data (both qualitative and quantitative) obtained at the site and from District-wide testing.</li> <li>● Include guest speaker on the agenda to provide members an overview of funded program/service(s).</li> <li>● Determine how to gather community input in addition to the District Survey</li> <li>● Subcommittees - Reports and break-out sessions.</li> <li>● Liaisons - Reports from ELAC, P&amp;O, PAC and/or PTA.</li> </ul>	

<p style="text-align: center;"><b>JANUARY</b></p> <p><b>Areas of Focus, Needs Assessment, Plan for Input, Gather Input</b></p> <ul style="list-style-type: none"> <li>• Identify areas of Action Plans for adjustment or change</li> <li>• Include guest speaker on the agenda to provide members an overview of funded program/service(s). (May include LCAP)</li> <li>• Review first draft of survey or plan focus groups/community meeting, and determine best method for participation <ul style="list-style-type: none"> <li>○ Conduct survey and/or meetings before February SGC meeting.</li> </ul> </li> <li>• Subcommittees - Reports and break-out sessions</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and/or PTA</li> </ul>	
<p style="text-align: center;"><b>FEBRUARY</b></p> <p><b>Community Input, Priorities for New Site Plan</b></p> <ul style="list-style-type: none"> <li>• Review survey data and other community input.</li> <li>• Develop priorities for new site plan based upon discussions, survey results, data, and other input.</li> <li>• Review budget implications of priorities and consider outside revenue sources if needed – grants, PTA, direct fundraising, etc.</li> <li>• Review current Safety Plan.</li> <li>• Subcommittees – Reports and break-out sessions</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and/or PTA</li> </ul>	
<p style="text-align: center;"><b>MARCH</b></p> <p><b>Budget Priorities, New Site Plan Draft, Safety Plan</b></p> <ul style="list-style-type: none"> <li>• Review budget allocation for next year and adopt Site Plan priorities and Action Plans discussed at prior meeting. Consider inviting a PTA rep to present draft of PTA budget.</li> <li>• Further review and discuss possible Site Plan revisions. Consider a Site Plan Subcommittee to assist the principal in revising the Site Plan if there was not an Action Plan subcommittee and help is needed.</li> <li>• Safety Plan - Adopt Safety Plan.</li> <li>• Subcommittees - Continue breakouts and reports, with grant updates.</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and/or PTA</li> </ul>	
<p style="text-align: center;"><b>APRIL</b></p> <p><b>New Site Plan Budget Priorities, LCAP Overview</b></p> <ul style="list-style-type: none"> <li>• Invite facilitator (from BSEP office) for Site Plan and budget discussion if necessary. Review plan goals and first plan draft and budget.</li> <li>• Hear report from Principal and/or PAC rep on LCAP and implications for site plans.</li> <li>• Subcommittees - Continue reports and break-outs as necessary.</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and/or PTA</li> </ul>	

<p style="text-align: center;"><b>APRIL/MAY</b></p> <p><b>Finalize Site Plan, Carryover Priorities</b></p> <ul style="list-style-type: none"> <li>• Draft final site plan</li> <li>• Create priority list of items that could not be funded, should carryover or other funding sources appear. Clearly record priorities for carryover.</li> <li>• Hear budget updates from Principal's spring budget meeting.</li> <li>• Follow up on PTA and other possible funding of Site Plan priorities.</li> <li>• Adopt Final Plan and budget if it hasn't yet been done.</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and/or PTA</li> </ul>	
<p style="text-align: center;"><b>MAY/JUNE</b></p> <p><b>Old and New Business</b></p> <ul style="list-style-type: none"> <li>• Make plan for summer communications</li> <li>• Elections - Plan outreach for fall elections and take sign-ups for tasks.</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and/or PTA</li> </ul>	