

Suggested SGC Month-to-Month Agenda

Required for All Meetings

1. Post Agenda 72 hours before each meeting at school bulletin board and on e-tree
2. Establish quorum.
3. Approve minutes.
4. Include Public Comment
5. Vote on Action Items noted on Agenda.
(Budget decisions require two meetings, one for Presentation and one for Vote).
6. Take Minutes; post afterwards on bulletin board and on e-tree
7. Submit signed minutes to District BSEP Office.

Suggested

1. Assign Timekeeper.
2. Include guest speakers, i.e. Literacy Coach, After-School Director, ELAC, PAC, PTA reps

SEPTEMBER

Elections and Preparation for Year

- Outreach for SGC elections – ask for help from Parent Liaisons, PTA, outgoing SGC
- Review remaining or pressing budget issues.
- Conduct Elections – ask for help from BSEP office; complete by September 30.

OCTOBER

First SGC Meeting/Orientation

- Announce SGC roster, dates of upcoming meetings, and date of district training workshops
- Make round robin introductions, appoint secretary pro tem for the meeting, and establish group norms.
- Review purpose of SGC, best practices, and provide working copies of the Site Plan to each committee member to review.

Officers and Representatives

- Elect chair or co-chairs and secretary.
- Select P&O rep and alternate and DELAC Rep. Reps can report back on district meetings in person or in writing.

Budget - Review carryover monies and priorities for its use.

Calendar - Create meeting schedule for the year (one or more meetings per month).

SGC-School Communications - Decide on ways to inform school community about SGC meetings and topics, including newsletter, SGC-PTA liaison, and SGC-Teacher Liaison.

NOVEMBER

Reports

- Share feedback on district training workshops and other site-specific news.

Current Site Plan

- Review SPSA (Single Plan for Student Achievement), and schedule presentations by staff. Consider including guest speaker on the agenda to provide members overview of funded program/service.

Budget

- Review state of budget after Principal's fall meeting.
- Vote on carryover proposals from October meeting.

School Data

- Have member of BREa staff come to present school data, including demographics, test scores, attendance and discipline.

Needs Assessment

- Review District Survey.
- Elect to send District Survey alone or develop site-created add-ons.

Subcommittees

- Create subcommittees (such as Needs Assessment/Survey, Action Plan, Safety, and/or Finance (to research outside funding, for example) and goals.

DECEMBER

Current Site Plan

- Continue review of Site Plan and new Action Plan(s) funded by carryover monies. Consider including guest speaker on the agenda to provide members overview of funded program/service.

School Data - Continue to review and analyze school data.

Needs Assessment

- Review first draft of survey or plan focus groups/community meeting, and determine roll-out method for greatest participation

Subcommittees - Reports and break-out sessions

JANUARY

Current Site Plan

- Identify Action Plans needing additional support or adjustments if necessary.
- Consider including guest speaker on the agenda to provide members overview of funded program/service.

Needs Assessment

- Finalize and adopt survey(s) or other plans for engaging input from school community.
- Conduct survey and/or meetings before February SGC meeting.

Subcommittees - Reports and break-out sessions

FEBRUARY

Needs Assessment - Review survey data and other community input.

New Site Plan - Develop priorities for new site plan based upon survey results, test score data, and input from Action Plan Subcommittee and all SGC members.

Budget - Review budget implications of priorities and consider outside revenue sources if needed – grants, PTA, direct fundraising, etc.

Safety Plan - Review current Safety Plan.

Subcommittees – Reports and break-out sessions

MARCH

New Site Plan

- 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.
- 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.

Safety Plan - Adopt Safety Plan.

Subcommittees - Continue break-outs and reports, with grant updates.

MARCH OR APRIL - Extra Meeting

New Site Plan

- Invite facilitator for Site Plan and budget discussion if necessary. Review plan goals and first plan draft and budget.
- Hear report from Principal and/or PAC rep on LCAP and implications for site plans.

Subcommittees - Continue reports and break-outs as necessary.

APRIL

New Site Plan

- Review and adopt final plan and budget.
- Create Wish List of items that could not be funded, in priority order, should carryover or other monies appear. Clearly record priorities for carryover.

MAY

Budget

- Hear budget updates from Principal's spring budget meeting.
- Follow up on PTA and other possible funding of Site Plan priorities.

Elections – Plan outreach for fall elections and take sign-ups for tasks.