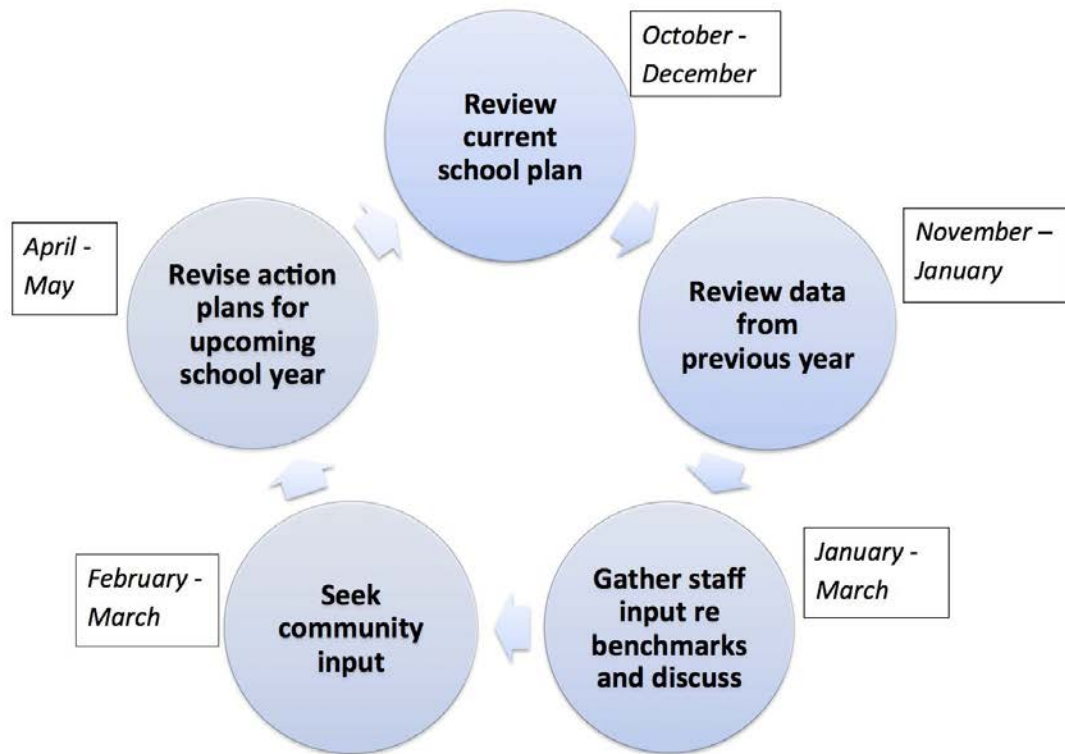


## School Site Plan Development and the SSC Calendar



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>• Include an outreach flyer – At the Table or How to Get in Involved – in your summer mailing.</li> <li>• Discuss outreach and election plan with parent liaison/family engagement, PTA President, affinity groups, and outgoing SSC members. Assign responsibilities.</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 SSC 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 SSC members.</li> <li>• Meet with 2016-17 SSC if changes need to be made to 2017-18 plan.</li> <li>• Create and distribute paper and online nomination forms. The BSEP department is available to assist with this task.</li> <li>• Prepare ballots and disseminate by the last week in September. The BSEP</li> </ul>	

<p>department is available to assist with this task.</p> <ul style="list-style-type: none"> <li>• Conduct elections over 3-5 days, and count votes by September 30.</li> <li>• Publicize election results and notify new SSC members of October Orientation and Mini-Meeting</li> <li>• Principals complete Election Report.</li> </ul>	
<p style="text-align: center;"><b>OCTOBER</b></p> <p><b>District Orientation/First SSC Mini-Meeting - October 19</b></p> <ul style="list-style-type: none"> <li>• District provides orientation to SSC regarding role and best practices</li> <li>• <u>Hold your First SSC Meeting at the orientation!</u> <ul style="list-style-type: none"> <li>○ Introductions, appoint note-taker 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 the year's meeting schedule and topics (of interest to the larger community and which may not necessarily be related to the site plan)</li> <li>○ Discuss how to inform and include community in SSC meetings</li> <li>○ Ensure SSC is connected to ELAC, PAC, P&amp;O, and PTA</li> </ul> </li> <li>• SSC members complete Orientation and Demographic Data Survey</li> </ul>	
<p style="text-align: center;"><b>NOVEMBER</b></p> <p><b>Your SSC Meeting: Topic of the Month, Plan Review and Data-Gathering, Subcommittees</b></p> <ul style="list-style-type: none"> <li>• Review your 2017 -18 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 your own data-gathering plans (which need not be a formal survey).</li> <li>• Create subcommittees (such as Goals, Needs Assessment/Survey, Safety, and Resources.</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and/or PTA</li> </ul>	
<p style="text-align: center;"><b>DECEMBER</b></p> <p><b>Your SSC Meeting: Topic of the Month, Plan and Data Discussions</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 relevant to the month's topic or plan.</li> <li>• Determine how to gather community input in addition to the District</li> </ul>	

<p>Survey</p> <ul style="list-style-type: none"> <li>• Subcommittees - Reports and break-out sessions.</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and/or PTA.</li> <li>• Discuss delegates to January District Workshop (see below).</li> </ul>	
<p style="text-align: center;"><b>JANUARY</b></p> <p><b>January - District Workshop (Recommended for Chairpersons)</b></p> <ul style="list-style-type: none"> <li>• Topics and Roundtable (TBD)</li> </ul> <p><b>Your SSC Meeting: Topic of the Month, Needs Assessment Plans</b></p> <ul style="list-style-type: none"> <li>• Identify areas of Action Plans for adjustment or change</li> <li>• Include guest speaker relevant to the topic of the month or plan</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 SSC 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>Your SSC Meeting: Topic of the Month, Community Input, Plan Priorities</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>Your SSC Meeting: Budget Priorities, Draft New Site Plan Draft, Adopt 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.</li> <li>• Hear report from Principal and/or PAC rep on LCAP and implications for site plans.</li> <li>• Consider inviting a PTA rep to present draft of PTA budget.</li> <li>• Further review and discuss possible Site Plan revisions.</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>Your SSC Meeting: Finalize New Site Plan</b></p> <ul style="list-style-type: none"> <li>• Hear updates from Principal's spring budget meeting.</li> </ul>	

<ul style="list-style-type: none"> <li>• Continue discussions regarding Site Plan in the context of all other funding sources.</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>• Adopt Final Plan and budget.</li> <li>• Clearly record priorities for carryover. Create priority list of items that could be funded should additional carryover or other funding sources appear.</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>	