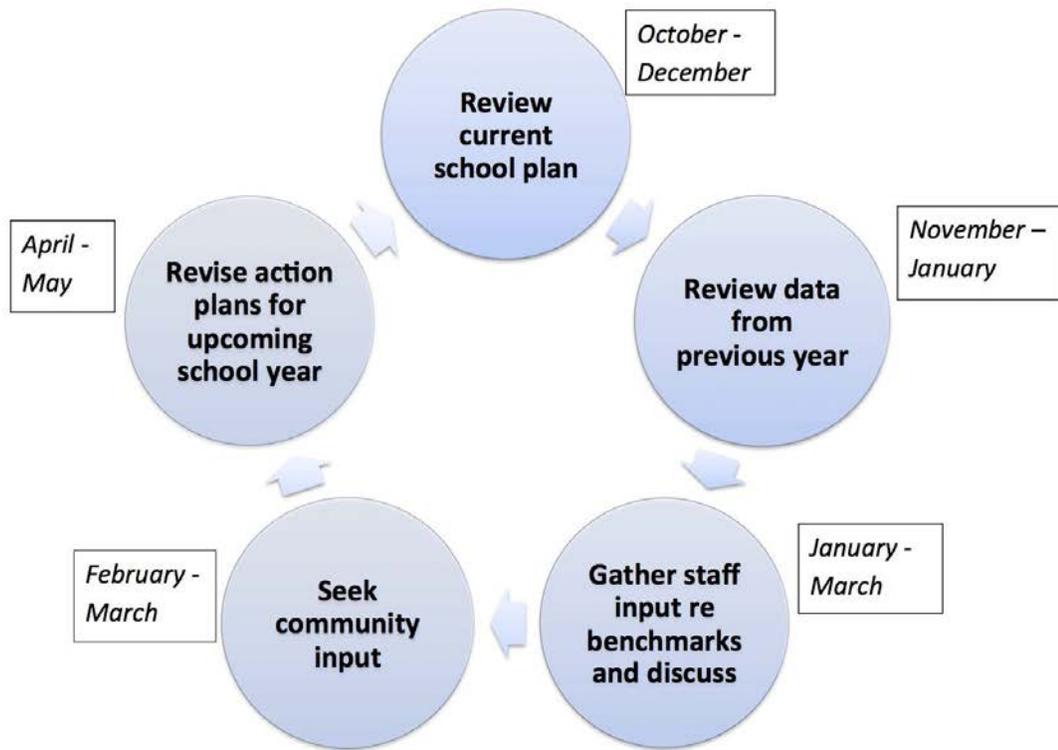


School Site Plan Development and the SSC Calendar



Monthly Planner	Notes
<p style="text-align: center;">AUGUST</p> <p>Elections and Preparation for Year</p> <ul style="list-style-type: none"> ● Include an outreach flyer – At the Table or How to Get in Involved – in your summer mailing. ● Discuss outreach and election plan with parent liaison/family engagement, PTA President, affinity groups, and outgoing SSC members. Assign responsibilities. 	
<p style="text-align: center;">SEPTEMBER</p> <p>Elections and Preparation for Year</p> <ul style="list-style-type: none"> ● 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. ● Meet with 2016-17 SSC if changes need to be made to 2017-18 plan. ● Create and distribute paper and online nomination forms. The BSEP department is available to assist with this task. ● Prepare ballots and disseminate by the last week in September. The BSEP 	

<p>department is available to assist with this task.</p> <ul style="list-style-type: none"> ● Conduct elections over 3-5 days, and count votes by September 30. ● Publicize election results and notify new SSC members of October Orientation and Mini-Meeting ● Principals complete Election Report. 	
<p style="text-align: center;">OCTOBER</p> <p>District Orientation/First SSC Mini-Meeting - October 19</p> <ul style="list-style-type: none"> ● District provides orientation to SSC regarding role and best practices ● <u>Hold your First SSC Meeting at the orientation!</u> <ul style="list-style-type: none"> ○ Introductions, appoint note-taker for the meeting ○ Review group norms and decision-making practices ○ Discuss roles of chair or co-chairs and secretary. (First meeting roles can be taken "pro tem" while people get to know each other) ○ Select BSEP Planning and Oversight (P&O) Rep and alternate ○ Brief Overview of Site Plan ○ Discuss carryover monies and priorities for its use. ○ 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) ○ Discuss how to inform and include community in SSC meetings ○ Ensure SSC is connected to ELAC, PAC, P&O, and PTA ● SSC members complete Orientation and Demographic Data Survey 	
<p style="text-align: center;">NOVEMBER</p> <p>Your SSC Meeting: Topic of the Month, Plan Review and Data-Gathering, Subcommittees</p> <ul style="list-style-type: none"> ● Review your 2017 -18 Plan ● Review the state of budget after Principal's fall meeting. <ul style="list-style-type: none"> ○ Vote on carryover proposals from October meeting. ○ Complete Site Plan Addendum if the vote is a change from the Budget Summary. ● Review and discuss last year's District Survey and discuss your own data-gathering plans (which need not be a formal survey). ● Create subcommittees (such as Goals, Needs Assessment/Survey, Safety, and Resources. ● Liaisons - Reports from ELAC, P&O, PAC and/or PTA 	
<p style="text-align: center;">DECEMBER</p> <p>Your SSC Meeting: Topic of the Month, Plan and Data Discussions</p> <ul style="list-style-type: none"> ● Continue review of Site Plan and new Action Plan(s) funded by carryover monies. ● Review and analyze school data (both qualitative and quantitative) obtained at the site and from District-wide testing. ● Include guest speaker relevant to the month's topic or plan. ● Determine how to gather community input in addition to the District 	

<p>Survey</p> <ul style="list-style-type: none"> • Subcommittees - Reports and break-out sessions. • Liaisons - Reports from ELAC, P&O, PAC and/or PTA. • Discuss delegates to January District Workshop (see below). 	
<p style="text-align: center;">JANUARY</p> <p>January - District Workshop (Recommended for Chairpersons)</p> <ul style="list-style-type: none"> • Topics and Roundtable (TBD) <p>Your SSC Meeting: Topic of the Month, Needs Assessment Plans</p> <ul style="list-style-type: none"> • Identify areas of Action Plans for adjustment or change • Include guest speaker relevant to the topic of the month or plan • Review first draft of survey or plan focus groups/community meeting, and determine best method for participation <ul style="list-style-type: none"> ○ Conduct survey and/or meetings before February SSC meeting. • Subcommittees - Reports and break-out sessions • Liaisons - Reports from ELAC, P&O, PAC and/or PTA 	
<p style="text-align: center;">FEBRUARY</p> <p>Your SSC Meeting: Topic of the Month, Community Input, Plan Priorities</p> <ul style="list-style-type: none"> • Review survey data and other community input. • Develop priorities for new site plan based upon discussions, survey results, data, and other input. • Review budget implications of priorities and consider outside revenue sources if needed – grants, PTA, direct fundraising, etc. • Review current Safety Plan. • Subcommittees – Reports and break-out sessions • Liaisons - Reports from ELAC, P&O, PAC and/or PTA 	
<p style="text-align: center;">MARCH</p> <p>Your SSC Meeting: Budget Priorities, Draft New Site Plan Draft, Adopt Safety Plan</p> <ul style="list-style-type: none"> • Review budget allocation for next year and adopt Site Plan priorities and Action Plans discussed at prior meeting. • Hear report from Principal and/or PAC rep on LCAP and implications for site plans. • Consider inviting a PTA rep to present draft of PTA budget. • Further review and discuss possible Site Plan revisions. • Safety Plan - Adopt Safety Plan. • Subcommittees - Continue breakouts and reports, with grant updates. • Liaisons - Reports from ELAC, P&O, PAC and/or PTA 	
<p style="text-align: center;">APRIL</p> <p>Your SSC Meeting: Finalize New Site Plan</p> <ul style="list-style-type: none"> • Hear updates from Principal's spring budget meeting. 	

<ul style="list-style-type: none"> ● Continue discussions regarding Site Plan in the context of all other funding sources. ● Subcommittees - Continue reports and break-outs as necessary. ● Liaisons - Reports from ELAC, P&O, PAC and/or PTA 	
<p style="text-align: center;">APRIL/MAY</p> <p>Finalize Site Plan, Carryover Priorities</p> <ul style="list-style-type: none"> ● Adopt Final Plan and budget. ● Clearly record priorities for carryover. Create priority list of items that could be funded should additional carryover or other funding sources appear. ● Liaisons - Reports from ELAC, P&O, PAC and/or PTA 	
<p style="text-align: center;">MAY/JUNE</p> <p>Old and New Business</p> <ul style="list-style-type: none"> ● Make plan for summer communications ● Elections - Plan outreach for fall elections and take sign-ups for tasks. ● Liaisons - Reports from ELAC, P&O, PAC and/or PTA 	