

## School Site Council (SSC) Calendar - SAMPLE

AGENDA ITEMS	OTHER RESPONSIBILITIES
<p><b>August/September</b></p> <ul style="list-style-type: none"> <li>▪ <b>Select SSC officers</b></li> <li>▪ <b>Review SSC bylaws</b></li> <li>▪ <b>Train SSC members on the role of the:</b> <ul style="list-style-type: none"> <li>• SSC members/officers</li> <li>• Advisory groups (ELAC, etc.)</li> <li>• School and district administrators</li> <li>• Local governing board (&amp; board policies)</li> <li>• Legal requirements of funded programs for committees appointed by SSC</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Collect Nominations for SSC election (staff positions &amp; vacant parent/community)</li> <li>▪ Conduct elections for SSC</li> <li>▪ Review data and school plan</li> </ul>
<p><b>October</b></p> <ul style="list-style-type: none"> <li>▪ <b>Continue training (see September)</b></li> <li>▪ <b>Review and Analyze Student Achievement Data. Identify Student group performance levels, including greatest needs and performance gaps.</b> <ul style="list-style-type: none"> <li>• CAASPP/SBAC data</li> </ul> </li> <li>▪ <b>Review the School Plan</b> <ul style="list-style-type: none"> <li>• Mission/Vision of school</li> <li>• School Profile</li> <li>• Parent/community involvement programs/opportunities</li> </ul> </li> <li>▪ <b>Obtain input from advisory committees</b></li> </ul>	<p>Meet with Advisory Committees</p> <p>Review plan</p> <p>Consider modifications for any carryover</p>
<p><b>November</b></p> <ul style="list-style-type: none"> <li>▪ <b>Obtain input from advisory committees</b></li> <li>▪ <b>Review and Analyze Student Achievement Data. Identify Student group performance levels, including greatest needs and performance gaps.</b> <ul style="list-style-type: none"> <li>• ELPAC data</li> <li>• Local benchmarks and measures</li> <li>• Student work</li> <li>• Review current SARC</li> </ul> </li> </ul>	<p>Meet with Advisory Committees</p> <p>Consider modifications for any carryover</p>
<p><b>December</b></p> <ul style="list-style-type: none"> <li>▪ <b>Review and Analyze Student Achievement Data from CA Dashboard. Identify Student group performance levels, including greatest needs and performance gaps.</b></li> <li>▪ <b>As needed, review if school is identified as Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI) or Additional Targeted Support and Improvement (ATSI)</b></li> <li>▪ <b>Establish Goals and Key Improvements</b> <ul style="list-style-type: none"> <li>• Establish school goals &amp; objectives for students not meeting standards</li> <li>• Identify improvement activities aligned to support school goals</li> </ul> </li> <li>▪ <b>Obtain input from advisory committees</b></li> </ul>	<p>Meet with Advisory Committees</p>
<p><b>January</b></p> <ul style="list-style-type: none"> <li>▪ <b>Revise budget for current plan based on final allocations</b> <ul style="list-style-type: none"> <li>• Make any program adjustments needed, reflecting revised funding</li> <li>• Obtain SSC approval for budget/program revision</li> <li>• Obtain local board approval if needed</li> </ul> </li> <li>▪ <b>Analyze the current implementation and evaluating effectiveness of the instructional program for <u>English Language Arts/English Language Development</u>. Collect data via observations, interviews, surveys, etc. regarding:</b> <ul style="list-style-type: none"> <li>• Use of assessments to monitor progress &amp; modify instruction</li> <li>• English learner progress in academic content standards.</li> <li>• English learner equal access to core instructional program</li> </ul> </li> </ul>	<p>Meet with Advisory Committees</p> <p>Review safety plan</p>

<ul style="list-style-type: none"> <li>• Alignment of staff development to content standards, assessed student performance &amp; professional needs</li> <li>• Ongoing instructional assistance/support for teachers through experts/coaching and teacher collaboration (by grade level/department)</li> <li>• Core &amp; supplemental intervention programs/courses</li> <li>• Use of effective evidence-based educational practices.</li> </ul> <p>▪ <b>Obtain input from advisory committees</b></p>	
<p><b>February</b></p> <p>▪ <b>Analyze the implementation and evaluating effectiveness of the current instructional program for <u>Mathematics</u>. Collect data via observations, interviews, surveys, etc. regarding:</b></p> <ul style="list-style-type: none"> <li>• Use of assessments to monitor progress &amp; modify instruction</li> <li>• Alignment of staff development to content standards, assessed student performance &amp; professional needs</li> <li>• Ongoing instructional assistance/support for teachers through experts/coaching and teacher collaboration (by grade level/department)</li> <li>• Core &amp; supplemental intervention programs/courses</li> <li>• Use of effective evidence-based educational practices</li> </ul> <p>▪ <b>Obtain input from advisory committees (highly encouraged to integrate feedback into March meeting)</b></p>	<p>Meet with Advisory Committees</p> <p>Review safety plan</p>
<p><b>March</b></p> <p>▪ <b>Analyze the implementation and evaluating effectiveness of the current instructional program for <u>other content areas, as appropriate</u>. Collect data via observations, interviews, surveys, etc. regarding:</b></p> <ul style="list-style-type: none"> <li>• Alignment of curriculum, instruction, &amp; materials to standards</li> <li>• Student group performance levels, including greatest needs and performance gaps.</li> <li>• Use of assessments to monitor progress &amp; modify instruction</li> <li>• Alignment of staff development to content standards, assessed student performance &amp; professional needs</li> <li>• Ongoing instructional assistance/support for teachers through experts/coaching and teacher collaboration (by grade level/department)</li> <li>• Core &amp; supplemental intervention programs/courses</li> <li>• Use of effective evidence-based educational practices</li> </ul> <p>▪ <b>Obtain input from advisory committees (advisory input should be finalized at April or May meeting prior to SPSA submission)</b></p>	<p>Meet with Advisory Committees</p>
<p><b>April</b></p> <p>▪ <b>Summarize analysis of instructional program in ELA, math and other subject areas, as appropriate.</b></p> <p>▪ <b>Obtain input from advisory committees</b></p> <p>▪ <b>Use estimated budget for planning following year improvement activities</b></p> <p>▪ <b>Develop the Action Plan</b></p> <ul style="list-style-type: none"> <li>• Identify goals and key improvements</li> <li>• Select &amp; prioritize specific academic improvement activities to address the needs of students who are not achieving to specified levels on standards</li> <li>• Select specific auxiliary services to support student achievement</li> </ul>	<p>Meet with Advisory Committees</p>
<p><b>May/June</b></p> <p>▪ <b>Finalize plan based on analysis of data and analysis of instructional program</b></p> <p>▪ <b>Recommend the school plan to the Board for approval</b></p>	<p>Upon approval, share the plan with the school community (in an appropriate language &amp; format)</p>