

SUGGESTED SCHOOL SITE COUNCIL (SSC) – MASTER CALENDAR

MONTH	SSC ACTIVITIES	SPSA MONITORING ACTIVITIES	SPSA DEVELOPMENT ACTIVITIES
AUGUST	New members take office Distribute updated member roster Elect officers (Chair, Co-Chair, Secretary)	Review Trimester 3/Semester 2 student assessment data	Reflect on prior year goals, what worked and what didn't.
SEPTEMBER	Form committees (Bylaws, Safety, others as needed) Distribute calendar Discuss parent engagement goal and strategies Final copy of SPSA to all SSC members	Review Trimester 3/Semester 2 student assessment data Review CAASPP, CAHSEE, CELDT and all other data Analysis of school targets and goals in current plan	Make plan available to stakeholders Discuss teacher feedback on SPSA goal(s) Identify improvement strategies
OCTOBER	Review bylaws	Review current year budget – any carryover – check if all funds are allocated Review CAASPP, CAHSEE, CELDT and all other data	Make plan available to stakeholders
NOVEMBER		Review current year budget – any carryover – check if all funds are allocated Review CAASPP, CAHSEE, CELDT and all other data	
DECEMBER	Review budget needs for next year	Review non-academic data (parent involvement, school safety, technology, behavior, attendance, etc.) Review new budget allocations	
JANUARY	Review budget needs for next year Review School Safety Plan	Review new budget allocations	Write new goals and plan strategies Request recommendations for school plan from ELAC and all other advisory groups
FEBRUARY	Approve School Safety Plan Approval of budget	Review Trimester 2/Semester 1 data Review current year budget – last chance to spend unused funds or fill out carryover request form.	Gather recommendations from ELAC and all other advisory groups Write new goals and plan strategies
MARCH	Gather nominations for new members	Review non-academic data (parent involvement, school safety, technology, behavior, attendance, etc.)	Prioritize recommendations from ELAC and other advisory groups Write new goals and plan strategies
APRIL	Hold elections for new members	Review SPSA for changes and updates	Identification of root causes of academic needs Write new goals and plan strategies
MAY	Hold elections for new officers Approval of SPSA	Review SPSA for changes and updates	Identification of root causes of academic needs Write new goals and plan strategies
JUNE/JULY	Approval of SPSA		Write new goals and plan strategies
EACH MONTH	Approve minutes from prior meeting and post (on website, at school) Reports from other school groups and the principal Gather topics for next meeting from SSC members	Review available data (see list below)/ strategy implementation.	Analyze data (as received) as input for next year's plan.

Available Data to be reviewed:

- CAASPP (SBAC) results
- Trimester/Semester and/or other formative assessment results
- Student attendance – truancy
- Student discipline – referrals, suspensions, expulsions
- English Learner – CELDT results, reclassifications
- Parent/Community Involvement data
- HS – CAHSEE results
- Other school selected indicators

UPDATED 9/15/2015