

## SCHOOL ADVISORY COUNCIL TIMELINE 2019-2020

August - September	<ul style="list-style-type: none"> <li>• School Advisory Council elections (may be completed at the end of the previous year – <b>51% parent/community members who are <u>non- school district employees.</u></b>)</li> <li>• Initial SAC Meeting</li> <li>• Review/revise bylaws (<b>send signed copy to Ann Flanagan</b>)</li> </ul>
September - October	<ul style="list-style-type: none"> <li>• <b>SAC Training at school site</b> (Training materials posted to OCSD website under <i>Parents/Students → School Advisory Council</i>)</li> <li>• <b>Submit each of the following to Ann Flanagan, Curriculum &amp; Instruction, Niceville Central Complex by <b>September 27:</b></b> <ul style="list-style-type: none"> <li>○ <b>MIS 1411 – School Advisory Council Membership form</b> <ul style="list-style-type: none"> <li>▪ <i>Form must be dated and signed by both principal and SAC Chairperson</i></li> </ul> </li> <li>○ <b>SAC Bylaws</b> <ul style="list-style-type: none"> <li>▪ <i>Bylaws must show approval date and be signed by both principal and SAC Chairperson</i></li> </ul> </li> <li>○ <b>Meeting Schedule</b></li> <li>○ <b>Membership Roster with Officers Identified</b></li> </ul> </li> <li>• <b>Review and approve School Performance Plan</b></li> <li>• Budget/Expend school improvement funds</li> <li>• Review student performance data</li> <li>• Work with the school staff to develop and approve a plan for the use of School Recognition funds awarded for school grades</li> </ul>
September - December	<ul style="list-style-type: none"> <li>• <b>Presentation of School Advisory Council Membership to School Board in <b>October</b></b></li> <li>• Continue to review interim student performance data</li> <li>• <b>Review SB Policy 4-43 Prohibition of Bullying and Harassment by <b>Nov. 1</b></b>—<i>send Safe Schools Office a copy of the agenda to Safe Schools by <b>November 15</b> annually</i></li> <li>• Assist the principal in evaluating the effectiveness of School Performance Plan strategies</li> <li>• Baseline school grades released based on FSA results and new cut scores</li> </ul>
January	<ul style="list-style-type: none"> <li>• Mid-year reviews: Principals and Leadership Teams with Directors and Assistant Superintendent of Curriculum and Instruction</li> <li>• Survey Stakeholders using district “Customer Satisfaction Survey” and other instruments</li> </ul>
March-April	<ul style="list-style-type: none"> <li>• Continue to review interim student performance data</li> <li>• <b>Review Cheerleading and Dance Teams procedures for eligibility and tryouts (SB Policy 4-39)</b>—<i>should be an agenda item and notated in the approved minutes</i></li> <li>• <b>Review MS/HS extra-curricular eligibility and participation requirements, SB Policy 4-17(E) &amp; 4-18(C)</b>— <i>should be an agenda item and notated in the approved minutes</i></li> <li>• Begin the process of developing the draft budget and School Performance Plan for the upcoming year</li> <li>• Review Customer Satisfaction Survey results</li> </ul>
May - June	<ul style="list-style-type: none"> <li>• Refine the draft budget and School Performance Plan based on information gathered from the results of assessment</li> </ul>
June - September	<ul style="list-style-type: none"> <li>• School grades released with consequences</li> <li>• Final Budgets for the following year are submitted to the Superintendent</li> <li>• SPP/PDSP draft development</li> </ul>

The timeline contains broad intervals. Schools will be notified of specific submission dates throughout the year.