

**Douglas County School District  
School Advisory Councils  
Calendar of Responsibilities**

MONTHLY	QUARTERLY
July and/or August	1 <sup>st</sup> Quarter (July/August/September)
<ul style="list-style-type: none"> <li>• Finalize appointment of Parent-Teacher-Student Organization member and business person (if not completed in spring) – complete by September 1st</li> <li>• Conduct elections of parent &amp; teacher members (if not completed in spring) – complete by October 1st</li> <li>• Elect officers (if not completed in spring)</li> <li>• Select DAC Liaison (if not completed in spring)</li> <li>• Provide training for new members</li> <li>• Develop meeting schedule for the year – complete by October 1<sup>st</sup></li> <li>• Review SAC Bylaws; compare to District document; revise if needed – complete by October 1st</li> <li>• Determine procedures to comply with open meetings law</li> <li>• Update &amp; rollover SIP goals that are being considered from the prior year – complete by September 1st</li> </ul>	<ul style="list-style-type: none"> <li>• Review results from prior year’s SIP goals</li> <li>• Discuss safety issues related to the school environment</li> <li>• Discuss decisions that affect student achievement – are they advancing or impeding student achievement</li> <li>• Send “New Year” communication to your school community (i.e. newsletter article, Infinite Campus, etc.) – provide meeting dates and location information</li> <li>• Ask for/discuss community concerns and input</li> </ul>

<p style="text-align: center;">September</p>	
<ul style="list-style-type: none"> <li>• Review spring CSAP scores; discuss their implication for this year’s goals and action plan</li> <li>• Discuss other relevant data that will be reviewed to determine student achievement other than CSAP</li> <li>• Develop current year’s School Improvement Plan (SIP) goals &amp; action plans</li> <li>• Review current school-year budget</li> <li>• Have principal report on issues related to the new school year</li> </ul> <p>Note: DAC Liaison &amp; Chairperson should attend DAC Fall Forum.</p>	
<p style="text-align: center;">October</p>	<p style="text-align: center;">2<sup>nd</sup> Quarter (October/November/December)</p>
<ul style="list-style-type: none"> <li>• DAC Liaison reports on DAC Forum</li> <li>• Finalize SIP goals &amp; action plans – complete by November 1st</li> <li>• Vote to approve write-up on “process used to involve SAC in the development/adoption of the SIP” – complete &amp; approve with a vote by November 1st</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor implementation of SIP goals/action plans</li> <li>• Discuss safety issues related to the school environment</li> <li>• Discuss decisions that affect student achievement – are they advancing or impeding student achievement</li> <li>• Communicate with your school community (i.e. newsletter article, Infinite Campus, etc.)</li> <li>• Ask for/discuss community concerns and input</li> </ul>

November	
<ul style="list-style-type: none"> <li>• Begin discussion on reporting data about the educational performance of the school to the community and Board of Education</li> </ul>	
December	
<ul style="list-style-type: none"> <li>• Finalize the format for reporting school data to the community and the Board</li> <li>• Review school district expenditures</li> </ul>	
January	3 <sup>rd</sup> Quarter (January/February/March)
<ul style="list-style-type: none"> <li>• Make recommendations on school district expenditures for next school year</li> <li>• Review testing schedule for CSAP &amp; other assessments</li> <li>• Prep work for parent survey – brainstorm how to increase your school’s participation</li> <li>• Receive a mid-year update from principal</li> </ul>	<ul style="list-style-type: none"> <li>• Receive SIP goals/action plans update</li> <li>• Discuss safety issues related to the school environment</li> <li>• Discuss decisions that affect student achievement – are they advancing or impeding student achievement</li> <li>• Communicate with your school community (i.e. newsletter article, Infinite Campus, etc.)</li> <li>• Ask for/discuss community concerns and input</li> </ul>
February	
<ul style="list-style-type: none"> <li>• Oversee administration of parent/student survey</li> </ul>	

<p style="text-align: center;">March</p>	
<ul style="list-style-type: none"> <li>• Review the budget process for the next school year</li> <li>• Begin discussion to assist the principal in the prioritization process of school dollars, grant money &amp; override dollars</li> <li>• Begin process to elect SAC members for next school year</li> </ul>	
<p style="text-align: center;">April</p>	<p style="text-align: center;">4<sup>th</sup> Quarter (April/May/June)</p>
<ul style="list-style-type: none"> <li>• Continue budget discussions for next school year</li> <li>• Review results of parent &amp; student surveys</li> <li>• Begin analysis of SIP goals for next school year</li> <li>• Elect/appoint next year's SAC members</li> </ul>	<ul style="list-style-type: none"> <li>• Receive SIP goals/action plans update</li> <li>• Discuss safety issues related to the school environment</li> <li>• Discuss decisions that affect student achievement – are they advancing or impeding student achievement</li> <li>• Send “Year End” communication to your school community (i.e. newsletter article, Infinite Campus, etc.)</li> <li>• Ask for/discuss community concerns and input</li> </ul>

May/June

- Finalize budget recommendations to the principal for the next school year
- Receive end of year report from principal
- Continue discussions and/or reach agreement on areas of need for next year's SIP
- Revisit SAC Criteria (found in SIP document) and evaluate your SAC; identify areas for continued improvement
- Elect/appoint next year's SAC officers