

**School Advisory Councils
Quarterly Calendar of Responsibilities**

July-August-September 1st Quarter	October-November-December 2nd Quarter
<p><i>No later than 9-1:</i></p> <ul style="list-style-type: none"> •Review, adopt, and submit the updated School Improvement Plan goals, action plans and staff development plans •Appoint business person from the community •Appoint representative from the Parent-Teacher-Student Organization <p><i>No later than 10-31:</i></p> <ul style="list-style-type: none"> •Conduct elections of parent/teacher members •Elect Officers and DAC Liaison <p>Provide appropriate training for new members Develop meeting schedule and calendar of topics Determine procedures to comply with Open Meetings Law Review spring CSAP scores and other relevant data Review SAC Bylaws Attend DAC Fall Convention (DAC Rep)</p>	<p>Discuss/give input on school-authored report card Review and make recommendations on school budget process, to include override money</p>
January-February-March 3rd Quarter	April-May-June 4th Quarter
<p>Review testing schedule for CSAP & other assessments Make recommendations on school district expenditures (template to be provided) Begin analysis of goals and objectives for SIP Attend DAC Forum (DAC Rep)</p>	<p>Review results of parent/student survey Review/adopt SIP for coming year Attend DAC Forum (DAC Rep) Begin process to elect SAC members, as needed Evaluate SAC satisfaction; determine areas for improvement</p>

Each quarter must include discussion on the following topics (Each item should be on agenda; if no discussion is necessary, it can be so noted in the minutes).

- Safety issues related to school environment
- Items that affect student achievement
- Educational performance of the school
- Expenditures of any grants
- Monitoring performance of students against SIP goals
- Info on needs/concerns of community
- Feedback/input from the DAC Rep