Suggested SGC Month-to-Month Agenda

Required for All Meetings
1. Post Agenda 72 hours before each meeting at school bulletin board and on e-tree
2. Establish quorum.
3. Approve minutes.
4. Include Public Comment
5. Vote on Action Items noted on Agenda.
   (Budget decisions require two meetings, one for Presentation and one for Vote).
6. Take Minutes; post afterwards on bulletin board and on e-tree
7. Submit signed minutes to District BSEP Office.

Suggested
1. Assign Timekeeper.
2. Include guest speakers, i.e. Literacy Coach, After-School Director, ELAC, PAC, PTA reps

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SEPTEMBER

Elections and Preparation for Year
- Outreach for SGC elections – ask for help from Parent Liaisons, PTA, outgoing SGC
- Review remaining or pressing budget issues.
- Conduct Elections – ask for help from BSEP office; complete by September 30.

OCTOBER

First SGC Meeting/Orientation
- Announce SGC roster, dates of upcoming meetings, and date of ernate andDELAC Rep. Reps can report b
  or in writing.
  Budget - Review carryover monies and priorities for its use.
  Calendar - Create meeting schedule for the year (one or more meeting
  SGC-School Communications - Decide on ways to inform school com
  topics, including newsletter, SGC-PTA liaison, and SGC-Teacher Liaison

NOVEMBER

Reports
- Share feedback on district training workshops and other site-spe

Current Site Plan
- Review SPSA (Single Plan for Student Achievement), and schedu
  Consider including guest speaker on the agenda to provide mem
  program/service.

Budget
- Review state of budget after Principal's fall meeting.
- Vote on carryover proposals from October meeting.

School Data
- Have member of BREA staff come to present school data, includ
  attendance and discipline.

Needs Assessment
- Review District Survey.
- Elect to send District Survey alone or develop site-created add-c

Subcommittees
- Create subcommittees (such as Needs Assessment/Survey, Actio
  (to research outside funding, for example) and goals.

DECEMBER

Current Site Plan
- Continue review of Site Plan and new Action Plan(s) funded by carryover monies. Consider including guest speaker on the agenda to provide members overview of funded program/service.

School Data - Continue to review and analyze school data.

Needs Assessment
- Review first draft of survey or plan focus groups/community meeting, and and determine roll-out method for greatest participation

Subcommittees - Reports and break-out sessions

JANUARY

Current Site Plan
- Identify Action Plans needing additional support or adjustments if necessary.
- Consider including guest speaker on the agenda to provide members overview of funded program/service.

Needs Assessment
- Finalize and adopt survey(s) or other plans for engaging input from school community.
- Conduct survey and/or meetings before February SGC meeting.

Subcommittees - Reports and break-out sessions

FEBRUARY

Needs Assessment - Review survey data and other community input.

New Site Plan - Develop priorities for new site plan based upon survey results, test score data, and input from Action Plan Subcommittee and all SGC members.

Budget - Review budget implications of priorities and consider outside revenue sources if needed – grants, PTA, direct fundraising, etc.

Safety Plan - Review current Safety Plan.

Subcommittees – Reports and break-out sessions

MARCH

New Site Plan
-                         –

Safet - **Plan**