

2018-2019 SCHOOL IMPROVEMENT TIMELINE

DATES	ACTIVITY
Aug 16	SIP/SAC Contacts Webinar (Link will be emailed to all; 20 min webinar mandatory for all contacts)
Aug. 29	SIP Help Day (9:30-4:30 at UCF @ Daytona State, Bldg. 150, Room 101)
Aug. 31	Submit draft of SIP on CIMS for Focus and Priority schools
Sept. 4	SIP Help Day (9:00-3:00 at UCF @ Daytona State, Bldg. 140, Room 209)
September 20	Save draft of SIP on CIMS; Liaisons will review SIP
September 25	Upload SAC Membership Form & Additions/Deletions Monitoring Form (with signatures) to reflect any changes to your SAC membership to SAC Upload SharePoint site
September 28	Final SIP submitted on state website
Oct. 16-Nov. 2	SIP Progress Monitoring Meeting Window
November 30	Upload SAC Membership Form & Additions/Deletions Monitoring Form (with signatures) to reflect any changes to your SAC membership to SharePoint site
Jan. 14-31	SIP Progress Monitoring Meeting Window
Jan. 15-May 1	Window to Conduct Climate Surveys
February 8	Mid-Year Reflection on SIP Action Plans must be saved to state SIP website
April 5	Upload SAC Membership Form & Additions/Deletions Monitoring Form (with signatures) to reflect any changes to your SAC membership to SharePoint site
April 15-May 15	SAC Elections window for next year's SAC Membership
May 17	Upload Elections Results Form to SharePoint site

SAC AGENDAS—SCHEDULING GUIDELINES

<i>Those pursuing Five Star must meet 8 times during the year and include the ** items. Those not pursuing Five Star need to meet only 4 times.</i>			
August	September	October	November/December
<ul style="list-style-type: none"> Hold first meeting Share last year's SIP and school data Gather input from SAC and School for SIP revisions** Set all SAC meeting dates Schedule Public Input dates Appoint DAC Representative** Update SAC Membership Form Vote on Additions & Deletions Approve SAC Roster Email SAC Minutes Title I Talking Points <ul style="list-style-type: none"> What is Title I? How does it help our school? Share results from 2017-2018 Title I Parent Survey Allocation for the 2018-19 school year 1% Parenting set aside can be spent on Input/Feedback about Parent and Family Engagement Dollars Update Title I Parent Compact for 2018-19 school year if not already done Parent and Family Engagement Plan will be discussed at September meeting 	<ul style="list-style-type: none"> SAC Membership and A/D Form Due Develop SIP based upon input from SAC** Allow 1 week for Public Input dates for SAC ** Make revisions to SIP based on input Present finalized SIP to SAC Email SAC minutes Title I Talking Points <ul style="list-style-type: none"> Share updated Title I Budget and solicit input for future spending Share feedback regarding any parent involvement activities since last meeting Parent and Family Engagement Plan <ul style="list-style-type: none"> Review draft Solicit comments/suggestions Discuss suggestions 	<ul style="list-style-type: none"> SIP Peer Review Final SIP and SIP Reflection Report Due** Review collaborative partnering and shared decision-making guidelines** Review and update bylaws as needed Email SAC Minutes Title I Talking Points <ul style="list-style-type: none"> Share updated Title I Budget and solicit input for future spending Share feedback regarding any parent involvement activities since last meeting Smart Start, Waterford, SuccessMaker 	<ul style="list-style-type: none"> Update SAC Membership Form for Mid-year Monitoring Vote to Approve Additions and Deletions SAC Membership and A/D Form Due Email SAC Minutes Share data and updates from SIP **Progress Monitoring Meeting Title I Talking points <ul style="list-style-type: none"> Share updated Title I Budget and solicit input for future spending Share feedback regarding any parent involvement activities since last meeting Coaching and Academic Intervention Share updated Title I Budget and solicit input for future spending Share feedback regarding any parent involvement activities since last meeting Homeless/Neglected/Delinquent
January	February	March	April/May
<ul style="list-style-type: none"> Report on SIP goal progress Complete and share Mid-year Reflection on SIP Action Plans ** Vote to Approve Additions and Deletions Email SAC Minutes Plan for Climate Survey Title I Talking Points <ul style="list-style-type: none"> Share updated Title I Budget and solicit input for future spending Share feedback regarding any parent involvement activities since last meeting VPK 	<ul style="list-style-type: none"> Mid-year Reflection on SIP Action Plan Due Email SAC Minutes Complete Climate Surveys Email SAC Minutes Share data and updates from SIP Progress Monitoring Meeting** Review Code of Conduct Title I Talking Points <ul style="list-style-type: none"> Share updated Title I Budget and solicit input for future spending Share feedback regarding any parent involvement activities since last meeting ESOL 	<ul style="list-style-type: none"> Update SAC Membership Form Email SAC Minutes Title I Talking Points <ul style="list-style-type: none"> Share updated Title I Budget and solicit input for future spending Share feedback regarding any parent involvement activities since last meeting Migrant 	<ul style="list-style-type: none"> Update SAC Membership Form for End of Year Monitoring Vote to Approve Additions and Deletions SAC Membership and A/D Form Due Elections Window May Meeting for voting if needed Elections Results Form Due Email SAC Minutes Share SIP progress with SAC Title I Talking Points Share Climate Survey results** <ul style="list-style-type: none"> Share updated Title I Budget and solicit input for future spending Share feedback regarding any parent involvement activities since last meeting Summer Programs Share updated Title I Budget and solicit input for future spending Share feedback regarding any parent involvement activities since last meeting Title I Compact revisions for 2019-20 school year