

2017-2018 SCHOOL IMPROVEMENT TIMELINE

DATES	ACTIVITY
Aug 10	SIP/SAC Contacts Webinar (Refresh training for all except new contacts; Recorded link will be emailed.)
Aug 17	SIP/SAC Contacts Training 4-5 p.m. in DeLand Board Room @DAC, 200 N. Clara Ave. (Training for all new contacts, or anyone who wants a face-to-face refresher)
Aug. 29	SIP Help Day (9:30-4:30 at UCF @ Daytona State, Bldg. 140, Room 209)
Aug. 31	Submit draft of SIP on CIMS for Focus and Priority schools
Sept. 11	SIP Help Day (9:00-3:00 at UCF @ Daytona State, Bldg. 140, Room 209)
September 16	Upload SAC Membership Form & Additions/Deletions Monitoring Form (with signatures) to reflect any changes to your SAC membership to SAC Upload SharePoint site
September 25	Submit draft of SIP on CIMS; Liaisons will review SIP
October 6	Final SIP saved on state website
Oct. 30-Nov. 17	SIP Progress Monitoring Meeting Window
December 2	Upload SAC Membership Form & Additions/Deletions Monitoring Form (with signatures) to reflect any changes to your SAC membership to SharePoint site
Jan. 16-Feb. 9	SIP Progress Monitoring Meeting Window
February 14	Mid-Year Reflection on SIP Action Plans must be saved to state SIP website
Feb. 1 – Feb. 28	Window to Conduct Climate Surveys
April 7	Upload SAC Membership Form & Additions/Deletions Monitoring Form (with signatures) to reflect any changes to your SAC membership to SharePoint site
April 17-May 17	SAC Elections window for next year's SAC Membership
May 19	Upload Elections Results Form to SharePoint site

SAC AGENDAS—SCHEDULING GUIDELINES

Those pursuing Five Star must meet 8 times during the year and include the italicized items. Those not pursuing Five Star need to meet only 4 times.

August	September	October	November/December
<ul style="list-style-type: none"> • Read SAC Update memo • 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 	<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 	<ul style="list-style-type: none"> • SIP Peer Review • Final SIP and SIP Reflection Report Due • <i>Review collaborative partnering and shared decision-making guidelines</i> • Review and update bylaws as needed • Email SAC Minutes 	<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
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 	<ul style="list-style-type: none"> • Mid-year Reflection on SIP Action Plan Due • Email SAC Minutes • Complete Climate Surveys and Title I Parent Survey if applicable • Email SAC Minutes • Share data and updates from SIP Progress Monitoring Meeting 	<ul style="list-style-type: none"> • Update SAC Membership Form • Email SAC Minutes • Share Climate Survey results 	<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