

Timeline - School Advisory Forum

Please note! This is a suggested timeline.

Month	Event/Action	Related Information
August	Check in with Principal and set meeting dates for coming school year. Have first steering meeting with your school officers. Prepare information for first day packet.	Review Advisory goals for current year.
September	Attend and speak at Open House. Attend and provide report at PTA/PTO/I Zone meetings each month. Attend SAC meeting as a member of the council. Boundary Review (form Boundary Committee if necessary). School Use Review - update facilities, construction, renovation lists.	Discuss general school information, new policies, procedures, facilities update. . Review boundaries, special programs, summer school review.
October	Review safety issues. Explain FTE. High Schools should discuss college applications/scholarships/ financial aid.	Review school budget (staffing and program revisions). Review safety issues.
November	Discuss Report Cards and the School Accountability Report.	Explanation of grading scale, terms, parent teacher conferences. Review School's Accountability Report.
December	Provide information on special programs. Review School Board's Legislative Program and familiarize your school community with legislative process and concerns.	Present information on Magnet Programs, ESE and ESOL programs and/or extra curricular activities/other programs offered at your school.
January	Begin Budget Process (opportunity for joint meeting with SAC). Provide information on standardized tests.	Principal discusses budget for the following school year with SAC and SAF.
February	FTE Count results in review of staffing and programs. Update on legislative issues. Form committee to review bylaws.	Bylaws should be reviewed at a minimum every three years.
March	Discuss Articulation - arrange for principal of middle school to talk to elementary school parents or principal of high school to talk to middle school parents. Establish nominating committee for next year's Advisory Forum officers.	Help provide for a smooth articulation - have 8 th grade students visit the high school and 5 th grade students visit the middle school.
April	Nominate officers for Advisory Forum. Present School Improvement Plan (opportunity for joint meeting with SAC).	Work with SAC on SIP and waivers.
May	Hold elections for next year's officers. Provide results of school's standardized tests.	Explain method of scoring on used on FCAT, Florida Writes, and SATs.
June	Review Advisory Forum's record and turn over to incoming Chair.	And have a great summer!!