

**2009 – 2010
School Improvement Plan
School Advisory Council
Progress Monitoring Report Timeline**

DATE	Time	Place	Activity
August 10,11,12, 2009 & August 13, 2009	8:00 a.m. - 3:30 p.m.	Jim Miles Professional Development Center (JMPDC) & Title I Conference room	Training <u>Title I Schools ONLY</u> P.D. Scheduler
** August 31, 2009	2:30 p.m. - 6:00 p.m.	Intake /AAE Warehouse, JMPDC	<u>All Schools</u> *SIP Draft Due to District for Peer Review Process
September 1, 2009	All day	From District Accountability Office (donna.buckner@polk-fl.net)	District will send SIP draft and <i>Reflection Guide</i> to schools for Peer Review Process via e-mail
September 4, 2009	8:00 a.m. – 12:00 noon	To District Accountability Office (donna.buckner@polk-fl.net)	Schools will return draft of SIP with completed <i>Reflection Guide</i> via email to District Accountability (donna.buckner@polk-fl.net)
September 8, 2009	All day	To each School Site	District Returns SIP's to Schools for Final Changes
September 10, 2009	All day	Each School Will Submit: Your SIP & Checklist	Final Plan Uploaded to Web by Schools http://www.flbsi.org/schoolimprove/index.htm
September 11, 2009	All day	District Accountability Office	Verification of Online Uploads
September 18, 2009	2:30 p.m. - 5:00 p.m.	Intake /AAE Warehouse, JMPDC	*Final SIP submitted to District One hard copy and one CD required from all schools
October 16, 2009	By 5:00 p.m.	Forms Posted in Outlook/Public Folders/ All Public Folders/AAE/ SAC 2009 - 2010	Submit Completed School Advisory Council (SAC) Checklist to District via E-mail
October 22, 2009	2:30 p.m. – 5:00 p.m.	Intake /AAE Warehouse, JMPDC	SAC Final <i>Membership Form</i> with signatures, <i>Checklist</i> , and <i>Bylaws</i> to AAE warehouse
Baseline Data September 18, 2009	School Mid Year Data December 18, 2009	School Mid Year Reports Due January 15, 2010	State Required Upload of Progress Monitoring Reports by <u>All Schools</u> FAIR/ Reading; Math & Science (TBD)

*** One hard copy and one CD required from all schools for draft and final submission**

**** Schools who complete their SIP's early for either the Peer Review Process or the final draft may return both copies to the AAE warehouse located at JMPDC.**