

QEIA SSC Planning Tips

CTA/IPD

- Principal and staff are committed to implementing the SPSA
- Focus the planning process on increasing student learning
- Know your roles and responsibilities as a School Site Council member (if necessary, provide training for the SSC)
- Establish a calendar of meeting dates for the SSC and staff meetings
- Review your current Single Plan Student Achievement
- Ensure that the specific components of SB 1133 are addressed in the SPSA
- Conduct a needs assessment (APS, NEA KEYS, school culture/climate survey, etc.)
- Assemble, review and analyze appropriate student and school data
- Establish measurable long-term and short-term objectives
- Have a copy of all funding sources (QEIA budget, categoricals and Title I)
- Develop a professional development plan that corresponds to SPSA objectives
- Strategies and activities are targeted to identified groups of students
- Action plan contains specific timelines for meeting objectives
- Action plan delineates person(s) responsible for implementing objectives
- Action plan has a periodic evaluation component
- Sufficient time is provided for meaningful reflection and analysis of achievement goals
- Limit the plan to a few well developed strategies and target areas that promise the most gain for resources invested

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- Seek input from various school advisory and leadership committees
- Make sure plans are specific and detailed
- Ensure that all staff has a copy of the plan that pertains to their teaching area
- Consult the appropriate research
- The plan communicates a clear shared vision for the school
- Review the data to identify patterns, trends and relationships
- Celebrate your successes
- SPSA is SMART
 - S Specific
 - M Measurable
 - A Attainable
 - R Results-based
 - T Timely