

# Recommended Timeline for School Community Councils

***Bold, Italicized Dates are Required***

## August and September

- Conduct Fall Elections
- First Meeting
  - Orientation for new members and schedule member training
  - Collect member contact information and set meeting schedule for the year.
  - Assign review of required website information and rules of order and procedure.
  - Elect a Chair and Co-Chair

## October

- ***1st—Membership Form Submitted on School LAND Trust Website***  
***Members & Contact Information Updated with Meeting Schedule for the Year on School Website***
- Adopt updated **Rules of Order and Procedure** and post on the school website.
- Assign needed **updates to required school website information**, complete updates and post on website. Links to Plans and Reports, funding, minutes for at least a year, invitation for parents to serve on the council.
- **Review Current School LAND Trust, TSSP Plan** and implementation of Prior Year Plans.
- **Set priorities** for the year **and set timelines**, including optional/priority projects.

## November and December

- Receive and discuss **School Safety and Digital Citizenship Reports**.
- Prepare School Safety/Digital Citizenship Plan(s) with Timelines to address needs identified by the council.
- Provide input to the principal on the Positive Behavior's Plan, as needed.
- Follow-up on Timelines and projects adopted by the council.

## January and February

- ***Submit Final Report Online by the Authorizer Due Date (District Review Completed by March 1)***
- **Review year to date budget** and prepare, approve and submit a **Plan Amendment** for approval, as needed.
- Participate in an **academic data discussion** in relation to the current School LAND Trust Plan implementation and **decide the academic needs the council will address** in the upcoming school year.
- Make recommendations to the principal about the **Teacher and Student Success Plan (TSSP)**.
- Follow-up with School LAND Trust, Digital Citizenship and School Safety Plan implementation.
- Discuss Child Access Routing Plan & prepare recommendations (elementary, jr. high, and middle schools).
- Follow-up on projects adopted by the council

## March and April

- ***March 1st—Board Receives a Report on Prior Year School Plan Implementation.***
- ***School LAND Trust Plan Discussed, Prepared, approved by the Council and Submitted Online by District Due Date with Council Signature Form*** (recommended completion of signature form in the Council Meeting when the Plan is approved) ***(District Review Completed by May 15<sup>th</sup>)***
- Wrap up Digital Citizenship, School Safety Plans, and Timeline items/projects adopted by the council.

## May

- Receive a Report on Current School Plan implementation and budget.
- **Celebrate student and school year successes, including Plan implementation. Share with policy makers.**
- **Conduct elections** (before the last week of the school year if the council holds elections in the spring).

**2021-2022 Please contact the School Children's Trust with questions at 801-538-7555, 7533, 7764**