

# Recommended Timeline- School Community Councils

2024-2025 ALL CAPS ITEMS ARE REQUIRED

## August & September

- **CONDUCT FALL ELECTIONS (IF NOT HELD IN THE SPRING)**
- Hold First Meeting
  - Orientation for new members and schedule member training
    - For training, contact your district or Marcus Chen at [marcus.chen@schools.utah.gov](mailto:marcus.chen@schools.utah.gov)
  - Collect member contact information and set meeting schedule for the year
  - Assign review of required website information and Rules of Order & Procedure
  - Elect a Chair and Vice-Chair

## October 20, 2024

- Review the current School LAND Trust Plan, implementation of the Prior Year's Plan, and the Teacher and Student Success Act Plan (TSSA)
- **OCTOBER 20TH- SUBMIT COUNCIL MEMBERS AND PRINCIPAL ASSURANCE ON THE [SCHOOL LAND TRUST WEBSITE](#)**
- **OCTOBER 20TH- UPDATE REQUIRED SCHOOL [WEBSITE POSTINGS](#)**

## November & December

- Discuss School Safety and Digital Citizenship Reports with school leaders
- Provide input to the principal on the Positive Behavior Plan, as needed

Utah State Board of Education | School Children's Trust  
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## January & February

- **SUBMIT THE FINAL REPORT ONLINE BY THE DISTRICT DUE DATE – FEB 14, 2025**
- Review year-to-date budget and submit a Plan Amendment for approval, as needed
- Participate in an academic data discussion concerning the current School LAND Trust Plan implementation and decide the academic needs to be addressed in the upcoming school year
- Make recommendations to the principal about the Teacher and Student Success Act Plan (TSSA)

## March

- **MARCH 1ST- BUSINESS ADMINISTRATORS VERIFY CARRY-OVER FOR SCHOOL LAND TRUST RECORDS BY MARCH 1ST**
- **MARCH 1ST- REPORT TO THE LOCAL BOARD ON THE IMPLEMENTATION OF THE PRIOR YEAR'S PLAN**
- **PREPARE AND APPROVE SCHOOL LAND TRUST PLAN (By District Due Date) – MARCH 21, 2025**
- **COUNCIL MEMBERS SIGN DISTRICT CREATED COUNCIL ASSURANCE FORM AT OR AFTER THE MEETING WHEN THE COUNCIL APPROVES THE SCHOOL PLAN – MARCH 21, 2025**

## May

- Report on Current School Plan implementation and budget
- Celebrate student and school year successes, including plan implementation
- Conduct Spring Elections (if not held in the fall)