

# Recommended Timeline for School Community Councils

## ALL CAPS DATES ARE REQUIRED

2022-2023

### August & September

Conduct Fall Elections (If not held in the spring)

Hold First Meeting

- o Orientation for new members and schedule member training. For training, contact your district or at our [training bookings site](#).
- o Collect member contact information and set meeting schedule for the year.
- o Assign review of required website information and rules of order and procedure.
- o Elect a Chair and Co-Chair

### October

20TH—MEMBERSHIP FORM SUBMITTED ON SCHOOL LAND TRUST WEBSITE

Update required school website information:

- o Member names and a way to contact them
- o Links to Plans and Reports
- o Current Distribution Amount
- o Minutes for at least a year
- o Invitation for parents to serve on the council.
- o Updated Rules of Order & Procedure

Review Current School LAND Trust, TSSP Plan and implementation of Prior Year Plans.

### November & December

Discuss School Safety and Digital Citizenship Reports with school leaders

Provide input to the principal on the Positive Behavior's Plan, as needed.

### January & February

SUBMIT FINAL REPORT ONLINE BY DISTRICT DUE DATE

Review year to date budget 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).

### March & April

MARCH 1ST—REPORT TO BOARD ON PRIOR YEAR SCHOOL PLAN IMPLEMENTATION.

SUBMIT SCHOOL LAND TRUST PLAN

- o SUBMITTED ONLINE BY DISTRICT DUE DATE
- o DISTRICT REVIEW MUST BE COMPLETE BY MAY 15TH

COUNCIL SIGNATURE FORM COMPLETED ONLINE

### May

Receive a 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)



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