

Recommended Timeline - School Community Councils

2023-2024 **ALL CAPS ITEMS ARE REQUIRED**

Before October 20th

- **UPDATE REQUIRED SCHOOL WEBSITE INFORMATION**
 - **MEMBER NAMES AND A WAY TO CONTACT THEM**
 - **PROPOSED MEETING SCHEDULE FOR THE YEAR**
 - **INVITATION FOR PARENTS TO SERVE ON THE COUNCIL**
 - **UPDATED RULES OF ORDER & PROCEDURE REVIEW**
 - **TEACHER AND STUDENT SUCCESS ACT PLAN (TSSA)**
 - Recommend a school-specific link copied from the Public Reports page on the School LAND Trust website
 - **LINKS TO PLANS AND REPORTS**
 - **CURRENT YEAR PLAN**
 - **TWO PRIOR YEAR PLANS**
 - **CURRENT DISTRIBUTION AMOUNT**
 - (Google Doc or other application that allows anyone with the link to view, allows a few individuals to edit and save):
 - **MINUTES FOR AT LEAST A YEAR**
 - **MEETING NOTICE, AGENDA, AND DRAFT MINUTES- ONE WEEK IN ADVANCE OF A COUNCIL MEETING**