

# Recommended Timeline - School Community Councils

2023-2024 **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 the [training bookings site](#)
  - 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

## Before October 20TH

- **SUBMIT COUNCIL MEMBERS AND PRINCIPAL ASSURANCE ON THE SCHOOL LAND TRUST WEBSITE**
- Review the current School LAND Trust Plan, implementation of the Prior Year's Plan, and the Teacher and Student Success Act Plan (TSSA)
- **UPDATE REQUIRED SCHOOL WEBSITE POSTINGS** - See Page 2 below

## November & December

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

## January & February - **SUBMIT FINAL REPORT ONLINE BY DISTRICT DUE DATE 2/26/2024**

- 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 to be addressed in the upcoming school year
- Make recommendations to the principal about the Teacher and Student Success Act Plan (TSSA)

## March & April **3/22/2024**

- **PREPARE AND APPROVE SCHOOL LAND TRUST PLAN (By District Due Date)**
- **COUNCIL MEMBERS SIGN DISTRICT CREATED COUNCIL ASSURANCE FORM AT THE MEETING WHEN THE COUNCIL APPROVES THE SCHOOL PLAN**

## 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)

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