

# Recommended Timeline for School Community Councils

*Bold, Italicized Dates are Required*

## August and September

- **Conduct Fall Elections**
- **First Meeting**

### First Meeting Agenda

Orientation for new members and schedule member training  
Collect member contact information and set meeting schedule for the year.  
Assign review of website information and rules of order and procedure.  
Elect a Chair and Vice-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.
- Follow-up on Timelines and projects adopted by the council.

## January and February

- ***Submit Final Report Online by the District 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 Digital Citizenship and School Safety Plans .
- Discuss **Child Access Routing Plan** & prepare recommendations (elementary, jr. high and middle schools).
- Follow-up on projects adopted by the council.

## March and April

- ***1st—Board Receives a Report on Prior Year School Plan Implementation.***
- ***School Plans Discussed, Prepared and Approved by the Council and Submitted Online by District Due Date with Council Signature Form*** (recommend completion of Signature Form in the Council Meeting when the Plan is approved). ***(District Review Completed by May 15th)***
- Wrap up Digital Citizenship and School Safety Plans.
- Wrap up Timeline items and 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).