

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**

- 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

- **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)

Paula Plant

801.538.7555

paula.plant@schools.utah.gov

Kira Bennett

801.538.7533

kira.bennett@schools.utah.gov

Holly Korous

801.538.7764

holly.korous@schools.utah.gov

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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**