

**Feb 2, 2022**

## **Recommended Timeline for School Community Councils**

***Bold, Italicized Dates are Required***

***Attendees: Melissa Dietzel, Melanie Del Toro, Nancy Wood, Crystal Coates, Laurie Brown***

### **August and September**

- Conduct Fall Elections
- First Meeting
  - Orientation for new members and schedule member training
  - Collect member contact information and set meeting schedule for the year.
  - Assign review of required website information and rules of order and procedure.
  - Elect a Chair and Co-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.
- Provide input to the principal on the Positive Behavior's Plan, as needed.
- Follow-up on Timelines and projects adopted by the council.

### **January and February**

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

**Invest in people- some of our surplus money from paras was spent on 95% reading materials, science materials, technology, and PD**

**Went over Trust Lands and TSSA differences.**

**TSSA pays for part of Nancy's salary, paras, supplies, technology, subs  
Trust Lands pays for para-professionals and supplies.**

**Focusing on reading and Acadience- Went over reading and math Acadience scores and growth**

**Melissa proposed that we roll over Trust Lands and TSSA budgets over for the next year.**

### **March and April**

- ***March 1st—Board Receives a Report on Prior Year School Plan Implementation.***
- ***School LAND Trust Plan Discussed, Prepared, approved by the Council and Submitted Online by District Due Date***

**with Council Signature Form** (recommended completion of signature form in the Council Meeting when the Plan is approved) **(District Review Completed by May 15<sup>th</sup>)**

- Wrap up Digital Citizenship, School Safety Plans, and Timeline items/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).

**2021-2022 Please contact the School Children's Trust with questions at 801-538-7555, 7533, 7764** ADA Compliant

8/16/2021