

# School Community Councils - School LAND Trust Program

## A Suggested Timeline\*

August 2011

### **DATES TO BE DETERMINED BY THE SCHOOL** - Member terms and elections

The beginning date of School Community Council Member Terms is now determined by the school, in consultation with the school district. The beginning date of member terms is included in the School LAND Trust Plan for approval by the local board. The dates for notice of elections and the election are in part determined by the beginning date of member terms.

- At least three weeks prior to elections, provide written notice of the elections to parents and staff and include the open positions, dates, time and location of the election and instructions for becoming a candidate.
- If there is not a contested race, a formal election is not required.
- Elections begin before 31 days after the first day of school and run for at least three consecutive days. Elections are conducted by secret ballot, deposited in a secure ballot box, and overseen by the principal or his/her designee.
- Following the election, unfilled positions are filled.
  - Parents on the council appoint members to unfilled parent positions.
  - Staff on the council appoints staff to unfilled school staff positions.
- Notify parents of council members with their contact information, where available.

**JULY** - School LAND Trust funds are distributed to districts with approved School Plans.

**AUGUST – MID-OCTOBER** - District Business Administrators enter the expenditures for the prior year and reallocate the current distribution between schools, as provided in State Board Rule, if necessary.

**FIRST TWO WEEKS OF SCHOOL** - The School Community Council provides a calendar of the meeting schedule for the year to parents.

**FIRST MEETING** - A suggested agenda should include:

- Discussion of council responsibilities in addition to the School LAND Trust Program
- Election of officers (one from the parent group and one from the employee group)
- Review U-PASS scores as well as other assessment data
- Review the current school plans councils are responsible for and associated budgets
- Review the role and responsibilities of the School Community Council
- Review district due dates of each plan
- Calendaring tasks and meetings to complete the work
- Determine the role of subcommittees, appoint members and assign tasks

**SEPTEMBER – NOVEMBER** - Submit fall reports on the website at [www.schoollandtrust.org](http://www.schoollandtrust.org) .

- Complete and Submit the School Community Council Membership Report
- Principals complete, sign and submit or upload the Principal Assurance Form.
- Complete and Submit the Final Report on the School Plan from the prior year, after District Business Administrators have entered the school expenditures – available early to mid-October. (Sent to each council officer's email for review)
- Provide a summary of the Final Report to parents. (Not submitted on the website)

**MID-YEAR** – The School Community Council provides a mid-year summary of SCC actions and activities to date to parents.

**SPRING** - Submit Spring Reports on the website [www.schoollandtrust.org](http://www.schoollandtrust.org) . The due date is set by each district. Complete and submit the following which are all part of the School Plan submission:

- The Progress Report
- The School LAND Trust Plan for the next school year
- The School Community Council Signature Form

**PRIOR TO JUNE 30** - The local school board reviews and request amendments as necessary and approves the School LAND Trust Plans

\*Due dates for the School Improvement Plan, the School LAND Trust Plan, the Staff Professional Development Plan, the Child Access Routing Plan (not required for High Schools), and the Reading Achievement Plan (for Elementary Schools) are determined by the district. Each district has its own preparation and approval process for these plans.