

School Community Councils - School LAND Trust Program

A suggested timeline*

August 2008

MEMBER TERMS AND ELECTIONS – DATES ARE DETERMINED BY THE SCHOOL

The beginning date of School Community Council Member Terms is now determined by the school, in consultation with the school district. Beginning in the Spring of 2009, the beginning date of member terms will be included on 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 two weeks prior – provide written notice of the elections to parents and staff. 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 are conducted by secret ballot, deposited in a secure ballot box, overseen by the principal, or designee.
- Following the election, unfilled positions are filled.
 - Parents appoint members to unfilled parent positions
 - Staff appoints staff to unfilled school staff positions

JULY School LAND Trust funds distributed to districts with approved Plans

SEPTEMBER - OCTOBER. District Business Administrators (DBAs) enter expenditures for the prior year

FIRST 2 WEEKS OF SCHOOL SCC provides a calendar of the SCC meeting schedule for the year to parents.

FIRST MEETING A suggested agenda should include:

- Council responsibilities in addition to the School LAND Trust Program.
- Elect officers (one from the parent group and one from the employee group)
- Review U-PASS scores as well as other assessments
- Review current school plans and associated budgets
- Review the role and responsibilities of the School Community Council
- Review district due dates of each plan
- Calendar tasks and meetings to complete the work
 - Determine the role of subcommittees, appoint members and assign tasks

OCTOBER – NOVEMBER Submit fall reports on the website at www.schoollandtrust.org

- Final Report on the School Plan from the prior year, after Business Administrators have entered school expenditures (Sent to each Council member's email for review)
- School Community Council Membership Report
- Provide a summary of the Final Report to parents

MIDYEAR SCC provides a mid-year summary of SCC actions and activities to date to parents

SPRING* Submit spring reports on the website www.schoollandtrust.org – due date is set by each district.

- Progress Report, School LAND Trust Plan for next school year and SCC Signature Form

PRIOR TO JUNE 30 Schools boards review, request amendments as necessary and approve the School LAND Trust Plans

*Due dates for the School Improvement Plan, School LAND Trust Plan, Staff Professional Development Plan (Councils assist in development), Child Access Routing Plan (not required for High Schools), and Reading Achievement Plan (for Elementary Schools) are determined by the district.