

Sunrise Community Council- School LAND Trust

Timeline December 2013

FIRST SIX WEEKS OF SCHOOL –The SSCC will hold first meeting and provides a meeting schedule for the year. Names of council members with a phone or email contact (or both) are provided on the website and delivered to all parents.

FIRST MEETING – agenda should include:

- Discussion of council roles and responsibilities in addition to the School LAND Trust Program
- Election of Officers (one from parent group and one from employee group)
- Review CRT scores and other assessment data
- Review the current school plans, budgets and due dates of each plan
 - Child Access Routing Plan – May 1
 - Reading Achievement Plan – May 1
 - Professional Development Plan – May 1
 - School Improving Plan – May 1
- Calendaring tasks and meetings to complete work
- Determine the role of subcommittees appoint members and assign tasks

OCTOBER –SSCC reviews results and discusses the School LAND Trust Final Report .

MID -NOVEMBER – SSCC Membership Report and School LAND Trust Final Reports are due.

- Provide a summary of the School LAND Trust Final Report to parents. (posted on web and sent home)
- Principal signs assurance form

APRIL - Notice is given for Sunrise School Community Council (SSCC) elections in the newsletter and on the school website.

- 10 days after notice given, elections held for 3 consecutive days.
- Elections are conducted by secret ballot, deposited in a secure ballot box, and overseen by the principal or designee. Schools may allow parents to vote by electronic ballot. This shall be clearly explained on the school website.
- Following the election, unfilled positions are filled.
 - Parents on the council appoint unfilled parents positions.
 - Staff on the council appoint unfilled school positions.

MID-APRIL – SSCC reviews data, discusses, prepares and approves the School Improving Plan, School LAND Trust Plan, and Professional Development Plan and completed plans are posted on the website.

- Progress Reports for the School LAND Trust program for the current year.
- Community council plan for the School LAND trust program for the next year.
- Committee Signature Form

MAY 1 - School Improving Plans/School LAND Trust Plans/Professional Development Plans are due.

Prior to June 30 – the local school board reviews and requests amendments, as necessary, and approves the School LAND Trust Plans.

Notice of all meetings are posted on the website at least a week in advance with the date, time, place, agenda, and a draft minutes of the prior meeting.