

# Westland Elementary School Community Council 2015-2016

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## TIMELINE

### **September** -

- Parent invitation to serve on the council (include: mission, fund history, term, etc.)
- Open Council (if more apply than open positions, then elections will take place).
- Schedule 1<sup>st</sup> School Community Council (SCC) meeting

### **October** - (post on school website by Oct. 20th)

- List of council members (e-mail and/or phone #)
- Meeting Schedule for the rest of school year
- Elect Chair (parent) and Vice-Chair (parent or employee)
- Establish Rules of Order & Procedure
- Create Timeline
- Discuss Final Report of the School LAND Trust Program from the prior year
- Attend training for all council members (held by school board)
- Post Agenda (for next mtg) & Minutes (from last mtg) 1 week before next meeting

### **November** -

- Create and/or Review School Improvement Plan (SIP), Professional Development Plan, and Reading Achievement Plan
- Discuss & review data from school testing to determine academic needs
- Post Agenda (for next mtg) & Minutes (from last mtg) 1 week before next meeting

### **December & January** –

- NO MEETINGS HELD

### **February** -

- Discuss the progress of the current year School LAND Trust Program and report to school board (due before May 1st)
- Discuss safe walking route, budget, fundraiser, internet safety (digital citizenship), community participation, surveys, etc.
- Post Agenda (for next mtg) & Minutes (from last mtg) 1 week before next meeting

### **March** -

- Develop a new School Plan for the next year (pending budget from school board)
- Sign Committee Membership Signature Forms
- Post Minutes (from last mtg) & Agenda 1 week before next meeting (if needed)
- Adjourn until September (if no need to meet in April and/or May)

### **April & May** - Meeting (if needed)

**July** - Distribute Funds of School LAND Trust to schools with approved plans.