

# **Westland Elementary School Community Council 2016-2017**

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## **TIMELINE**

### **September -**

- Publicize Parent Invitation (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)**

- Create Contact List of all council members (e-mail and/or phone #)
- Create Meeting Schedule for the rest of the school year
- Elect Chair (parent) & Vice-Chair (parent or employee), Review Roles & Responsibilities, and attend annual Training
- Establish Timeline, Rules of Order & Procedure, Parent Invitation, and the process for posting & approving monthly Agenda's & Minutes
- Review & discuss Digital Citizenship & Internet Safety

### **November -**

- Discuss & review data from school testing to determine academic needs
- Discuss & review School Improvement Plan (SIP) and other plans (ie. Professional Development Plan, Reading Achievement Plan, etc.)
- Discuss Final Report of the School LAND Trust Program from the prior year
- Discuss & create School LAND Trust plan for upcoming year
- Discuss & review Budget & Fundraiser needs

### **December & January –**

- NO MEETINGS HELD

### **February -**

- Publicize Parent Invitation again (include: mission, fund history, term, etc.)
- Discuss the progress of the current school plan and finish the upcoming school plans (and amendments as needed) for the School LAND Trust Program and report to school board (due before May 1st)
- Discuss safe walking route, budget, fundraiser, digital citizenship & internet safety, community participation, surveys, etc.

### **March -**

- Finalize & approve the new School Plan for the upcoming year
- Sign Committee Membership Signature Forms
- 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.