

## August

- Advertise elections by posting number of seats available, how to run for open seats and dates elections will happen (if this did not happen in spring).
- Conduct elections:
  - Elections are only needed if there are more people running for seats than there are available seats open.
  - Details:
    - must be anonymous paper ballot;
    - secure ballot box in front office where parent ballots are placed;
    - front office will have a roster of eligible parents to vote and mark them off when they drop off a ballot;
    - results must be kept for three years.
- Submit roster to [susan.edwards@canyonsdistrict.org](mailto:susan.edwards@canyonsdistrict.org) when complete

## August/September

Hold first meeting (may start in August, most will probably start in September)

- Organize SCC
  - Elect chair and vice chair; appoint a secretary who will take notes (may be an elected member of the body or a non-voting member who is asked to take notes)
  - Review rules of order and procedure or Bylaws (should be posted on website). Update as needed by vote of the body and everyone become familiar with. Post on website
  - Set meeting schedule for the year and post on website;
  - Post roster on website with, at least, one form of contact for each member. CSD requires a click on name to get to contact info to help prevent phishing.
  - Review requirements for SCC open meeting requirements; no SCC meeting may be a closed meeting.
- Review school data that may have come in at end-of-year or over summer, previous year's plans and current year's plans
- **Website update** (will repeat each month you meet):
  - Pre-meeting (at least one week in advance) checklist:
    - Notice meeting time/date/place on school home page/calendar
    - Post agenda

- Draft minutes from last meeting
- Post-meeting checklist:
  - Update minutes to approved and add any information shared during this month's meeting.

## September

- **Attend district SCC training:**
  - SCC 101 online at <https://www.canyonsdistrict.org/scc/training/> for those new to serving on the SCCs;
  - SCC Training will be held yearly in the district office. This is for all SCC members, including those who watch SCC101.
- **Meeting:**
  - Review last year's LAND Trust plan, whether goals were met, how money was spent. May write preliminary final report.
  - Review current year's plans: LAND Trust, TSSP, Safe Walking Routes, Positive Behavior Plan, School Safety and Digital Citizenship
  - Get a report on any school educational data that may have come in to inform this year's LAND Trust Plan implementation. Review expenditures for LAND Trust plan.
  - *Receive School Safety report and Digital Citizenship report from district and begin discussion*
  - *Begin writing School Safety Plan, Digital Citizenship and Safe Walking Routes (only elementary and middle) plans = Due November 1*
- Update website (guidelines in August/September) everytime you meet

## October

- State deadlines:
  - Before October 20<sup>th</sup> deadline:
    - Submit membership form submitted on [School LAND Trust website](#); members & contact information updated on school website;
    - Assure meeting schedule for the year is on school website.
    - Assure you are also adding your meetings in some other form of notice that is visible to the public (school calendar, front page of website...).
    - Submit Principal Assurance on the [School LAND Trust website](#)

- Review current year's LAND Trust plan, data, expenditures, and review if spending is on course or if amendments are necessary.
- Finalize School Safety Report, Digital Citizenship Report and Safe Walking Routes reports – these are due November 1.
- Update school website with current agenda/minutes/information from meeting.
- Web updates (as listed in August/September header)
- Office of Public Engagement performs first compliance audit on websites.

## **November**

- Review current year's LAND Trust plan, data and expenditures and review if on course or if amendments are necessary.
- Pre-meeting and post-meeting website and notice checklists.

## **December**

- Review current year's LAND Trust plan, data and expenditures and review if on course or if amendments are necessary.
- Pre-meeting and post-meeting website and notice checklists.

## **January/February**

- Begin writing TSSP and LAND Trust plans for next school year.
  - TSSP will be worked on by school and goals/direction shared with SCC for input.

- SCC will write and develop LAND Trust plan to address one or more academic goals from TSSP.
- Final report for previous year's plan due to be submitted by principal to School Performance by end of January.
- Assure SCC roster on website and state site is accurate, update [susan.burns@canyonsdistrict.org](mailto:susan.burns@canyonsdistrict.org) and [susan.edwards@canyonsdistrict.org](mailto:susan.edwards@canyonsdistrict.org) with any changes.
- Review current year's LAND Trust plan, data, expenditures, and review if on course or if amendments are necessary.
- Amendments, if it requires a change in purchasing, need to be submitted no later than March. All purchasing for this fiscal year need to happen prior to end of March.
- Pre-meeting and post-meeting website updates.

## March

- March 1: Board of Education receives a report on prior year school plan implementation – Alice Meridith, School Performance Director.
- Review current year's LAND Trust plan, data, expenditures, and review if on course or if amendments are necessary. Submit necessary amendments.
- Pre-meeting and post-meeting website updates.
- Finalize development of TSSP and LAND Trust Plan; may submit as soon as approved and you have the signature page. DUE; April 9.
- Review Positive Behavior Plan; prepare to submit.
- Signature page confirmed and signed at meeting where approval is passed.

## April

- TSSP, Land Trust and Positive Behavior plan submitted to district no later than Tuesday, April 9. Signed signature page accompanies plans.
- LAND Trust plans reviewed by School Performance, any necessary changes conveyed to SCC and then submitted to Board of Education
- SCC discuss elections, open seats; especially if SCC holds a spring election.

- **IF** SCC holds spring election, advertise open seats and how/when election is to happen; conduct spring elections.
- Review current year's LAND Trust plan, data and expenditures and review if on course or if amendments are necessary.
- Pre-meeting and post-meeting website updates
- Be prepared to meet and update your plan(s), if needed.

## **May**

- Review School Safety Report action items. Principal completes School Safety report follow up report on CSD Dashboard.
- Board of Education reviews and approves TSSP & LAND Trust plans and submit to USBE (May 7 Board of Education meeting).
- Assure that the current year's LAND Trust funds and TSSA funds were spent according to current year's plans. Determine if your current year's plan made a difference in the area of your goals (discussion using data).
- School SCC publicize your year's work and plan successes to school community and Legislators. Announce when fall elections will be held.
- Be prepared to meet and update your plan(s), if needed.

## **July**

- Distribution of LAND Trust and TSSA funds for all schools with approved plans.
- Determine number of open seats if fall election. Plan dates to advertise open seats at least 10 days before names are due to be submitted.
- Plan for election in August.