

Recommended Timeline - Elected Charter Trust Land Councils



2023-2024 **ALL CAPS ITEMS ARE REQUIRED**

August & September

- **CONDUCT FALL ELECTIONS (IF NOT HELD IN THE SPRING)**
- Hold First Meeting
 - Orientation for new members and schedule member training
 - For training, contact your district or the [training bookings site](#)
- Collect member contact information and set meeting schedule for the year
- Assign review of required website information and Rules of Order & Procedure
- Ask the Governing Board for the policy and procedure to elect a Chair and Vice-Chair

Before October 20TH

- **THE GOVERNING BOARD PROVIDES TRAINING FOR THE CHARTER TRUST LAND COUNCIL**
 - Training materials and training opportunities are available on the [School LAND Trust website](#)
 - An LEA may request training on the [training bookings site](#)
- Review the current School LAND Trust Plan, implementation of the Prior Year's Plan, and the Teacher and Student Success Act Plan (TSSA)
- **SUBMIT COUNCIL MEMBERS AND PRINCIPAL ASSURANCE FORMS ON THE [SCHOOL LAND TRUST WEBSITE](#)**
- **UPDATE REQUIRED SCHOOL WEBSITE POSTINGS-** See Page 2 below

November, December, January & February- **SUBMIT FINAL REPORT ONLINE BY CHARTER DUE DATE**

- Discuss School Safety and Digital Citizenship Reports with school leaders
- Provide input to the principal on the Positive Behavior Plan, as needed
- Review year-to-date budget and submit a Plan Amendment for approval, as needed
- Participate in an academic data discussion in relation to the current School LAND Trust Plan implementation and decide the academic needs to be addressed in the upcoming school year
- Make recommendations to the principal about the Teacher and Student Success Act Plan (TSSA)

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Before April 1

- **PREPARE AND APPROVE SCHOOL LAND TRUST PLAN (By Charter Due Date)**
- **COUNCIL MEMBERS SIGN THE CREATED COUNCIL ASSURANCE FORM AT THE MEETING WHEN THE COUNCIL APPROVES THE SCHOOL PLAN**

May

- Report on Current School Plan implementation and budget
- Celebrate student and school year successes, including plan implementation
- **CONDUCT SPRING ELECTIONS (IF NOT HELD IN THE FALL)**

Website Postings

- **UPDATE REQUIRED SCHOOL WEBSITE INFORMATION**
 - **MEMBER NAMES AND A WAY TO CONTACT THEM**
 - **PROPOSED MEETING SCHEDULE FOR THE YEAR**
 - **INVITATION FOR PARENTS TO SERVE ON THE COUNCIL**
 - **UPDATED RULES OF ORDER & PROCEDURE REVIEW**
 - **TEACHER AND STUDENT SUCCESS ACT PLAN (TSSA)**
 - **Recommend a school-specific link copied from the Public Reports page on the School LAND Trust website**
 - **LINKS TO PLANS AND REPORTS**
 - **CURRENT YEAR PLAN**
 - **TWO PRIOR YEAR PLANS**
 - **CURRENT DISTRIBUTION AMOUNT**
 - **(Google Doc or other application that allows anyone with the link to view, allows a few individuals to edit and save):**
 - **MINUTES FOR AT LEAST A YEAR**
 - **MEETING NOTICE, AGENDA, AND DRAFT MINUTES- ONE WEEK IN ADVANCE OF A COUNCIL MEETING**