

**Timeline for School Community Councils
and the School LAND Trust Program**

Revised April 2020

Elections – Spring or Fall

Local school boards establish timelines for the election of school community councils.

- Elections may be held in the spring to be completed before the last week of the school year OR near the beginning of the school year.
- The election timeline must remain consistent for at least four years.
- Notice of the election is provided at least 10 days in advance of the election.
- School websites include information about how parents may apply to participate on the council and how they may have a direct impact on deciding how the funds will be spent.

Mid-August – October 1st

- District Business Administrators adjust the current year distribution between schools to reflect changes in enrollment, including new and closing schools.
- Districts update contact information and spring due dates on the School LAND Trust website

In the fall by October 20th

- The following is posted on the school website and in the school office with other required postings:
 - The proposed schedule of meeting dates for the year
 - The names of council members with a phone or email contact (or both)
 - A summary of implementation of the prior year School LAND Trust Plan including how the goals were completed and how the funds were spent along with the dollar amount received.
 - Rules of Order and Procedure updated and approved by the council.
- Principals enter Council Membership Report on the School LAND Trust website. The report includes names and email addresses of the current members, and phone numbers for the principal, chair and vice-chair. Principals also assure that the council was seated according to the law and that the Rules of Order and Procedure have been updated for the school year and are also consistent with the law.

January 15th

- UPEFS school level financial data is published and school trust expenditures are automatically uploaded into the School LAND Trust website.

January 15 - February 5th

- Principals enter the Final Report on the prior year's implementation, expenditures and measurement results on the School LAND Trust website

After February 5th

- Districts review Final Reports to make them public on the School LAND Trust website.
- USBE School Children's Trust staff reviews at least 30% of Final Reports to determine compliance with the law, and to ascertain if expenditures made were according to the approved plan.

Spring Reporting Due Date – Selected by the district

- Principals enter spring reports on the website
 - School LAND Trust Plan for upcoming year
 - Committee Signature Form

Prior to May 15

- Districts review spring reports
- Local board consideration and approval of Upcoming School LAND Trust Plans

Prior to July 1

- Review of School Plans by School Children's Trust Section at the Utah State Board of Education

- Final approval of School Plans on the School LAND Trust website. Plans are viewable to the public.

July - Distribution of School LAND Trust Funds to districts for all schools with approved plans.