

# TIMELINE FOR SCHOOL COMMUNITY COUNCILS and THE SCHOOL LAND TRUST PROGRAM

Effective June 2015

[www.schoollandtrust.org](http://www.schoollandtrust.org)

## ELECTIONS – Spring or Fall

Councils may choose to hold elections in the spring before the last week of the school year OR near the beginning of the school year.

- Once established, 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

## Mid-August – October 1st

- District Business Administrator submits data from district's Annual Programmatic Report on the web for prior fiscal year expenditures for the School LAND Trust Program in each school.
- District Business Administrator reallocates current year funding between schools to reflect changes in enrollment, new and closing schools and sends back to USOE to deposit in the database.
- District updates district contact information and spring due dates for school plans on the website.

## In the fall by October 20th

- The principal posts the following on the website and in the school office:
  - 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 the implementation of the School LAND Trust Program school plan including how the goals were completed and how the money was spent.
- Principals enter fall reports on the website
  - Membership Report – names and email addresses of the current school community council
  - Signed Principal Assurance – assurance that the council is properly constituted and that elections and subsequent appointments were made according to the law and board rule
  - Final Report on last year's implementation and with measurement results

After October 20th, districts review the Final Reports and make them live to the public from the website.

## Spring Due Date – Selected by the District (Due date must be prior to May 1st)

- Principals enter spring reports on the website
  - Progress Report for the School LAND Trust program for the current year
  - School Plan for the School LAND Trust program for next year.
  - Committee Signature Form

## Prior to the end of the school year

- Districts review spring reports
- Review of School Plans by School Children's Trust Section at the State Office of Education and results reported to the district (primarily to assure compliance with the law and state board rule)
- Local board approval of School LAND Trust Plans for next school year
- Approval of School Plans on the website so plans are viewable to the public.

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

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