

School LAND Trust / SCC Principal Training Summary - September 2023

PURPOSE

Ensure compliance with state law and district policy

HELPFUL RESOURCES

- Please share with your SCC
 - Creating School Community Councils and holding the first meeting, 6:00 minute video - [Video](#)
 - Here's what's new, 2:00 minute Training Video - [Video](#)
 - Updated Timeline with Website Information - [Timeline](#)
 - Jordan District - [Beginning of Year Documents](#)
 - Folder with sample documents from JSD schools can be found in the "Beginning of the Year Documents"

RULES OF ORDER AND PROCEDURE

Feedback from State LAND Trust Office:

- Each SCC needs to hold elections according to [R277-491](#) and [53G-7-1202](#)
- Minimum number of parents/school employees on an SCC is in UTAH CODE, and is under [53G-7-1202 \(4\)](#).
 - High School - six parent members and four school employee members, including the principal.
 - Elem & Middle - four parent members and two school employee members including the principal.
- A SCC may determine the size of the SCC by a majority vote of a quorum of the SCC provided that: the membership includes two or more parent members than the number of school employee members; and there are at least two school employee members on the SCC.
 - Any change takes place for the following year and should remain in effect for four years.
- Clarify how many parents and school employees will serve and add the election process into the Rules of Order and Procedure.
 - Be specific in how many seats. Don't use "at least" or "maximum number". All seats that are listed in the Rules of Order and Procedure must be filled each year. Look at even and odd years. Assign if necessary. If all seats are not filled during the election then parents need to be appointed. Review this document yearly at your first meeting.
- Clarify how many spots will be open every year. It wouldn't hurt to also put in more information about their election process. When and how do they post notices? What is the format for applying to be a candidate, and how are ballots managed.
- No email voting.

[Elections of School Community Council Members: A Checklist](#)

PAYING FOR TEACHERS

Reminder: If you state in your plan that you will be paying for a math teacher then you must pay for a math teacher. It can be the lowest paid math teacher but must match what subject matter is in the goal.

RECOMMENDED TIMELINE

Can be found in the [Beginning of Year Documents](#)

WEBSITE UPDATE

Must be completed no later than October 20th. See attachment in [JAM](#) and also in [Beginning of the Year Documents](#)

CARRYOVER

- Best Practices Sheet - found in [Beginning of the Year Documents](#)
- No more than 10% of allocated monies every year.
- As a reminder TSSA funds should also follow the 10% carryover guidelines.

APPROPRIATE EXPENDITURES

Reminder: No food, no memberships, no school store items from either Land Trust or TSSA.

FUNDING CHANGES - AMENDMENTS

- All principals need to look at the 2023-24 Land Trust Plan on the State Website, at the bottom of the plan for comments.
 - Not all need to make changes to their plan
 - State is requiring us to be more specific in what is listed within the plan as well as at the bottom under "Funding Changes".
 - Most comments are asking for more clarification on:
 - PD
 - Software
 - Field trips
 - Technology purchases
 - The State is asking for more exact clarification on what is being purchased. They are requesting that amendments be done if you weren't clear enough in your action steps and/or Funding Changes portions of your Land Trust Plan.

- Steps for Amendment:
 - Add it to your Plan on the State Website
 - Notify Nadine that you have an amendment waiting
 - AOS reviews the amendment
 - The amendment is sent to the Board member over your area for review.
 - The amendment is placed on the next Board Meeting agenda as a consent item.
 - The State LAND Trust Committee is notified that there is an amendment waiting for their approval
 - Once the State has done their approval you may start to spend the money as outlined in the amendment.

REVIEW WITH SCC MID-YEAR

If it looks like you won't be spending as planned, "We can't hire assistants...what are we going to do differently"? Review in your SCC meeting, come up with a new plan, and do an amendment if needed. Don't wait until the end of the year to decide you need to spend your money differently. This depends on the wording under "Funding Changes" on your current plan.