

TIMELINE FOR SCHOOL COMMUNITY COUNCILS
And THE SCHOOL LAND TRUST PROGRAM
Revised September 2019
www.schoollandtrust.org

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.

Mid-August – October 1st

- District Business Administrators submit prior year expenditures for each school consistent with the Annual Programmatic Report on the School LAND Trust website for each school
- District Business Administrators notify the School Children's Trust Section about any reallocation of the current year distribution between schools to reflect changes in enrollment, including new and closing schools, to deposit in the database
- 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.
- Principals enter fall reports on the School LAND Trust 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 the prior year's implementation, expenditures and measurement results

After October 20th - districts review Final Reports to make them public on the School LAND Trust website.

Spring Due Date – Selected by the district

- Principals enter spring reports on the website
 - School LAND Trust Progress Report (estimated expenditures) for the current year
 - 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 1 - Distribution of School LAND Trust Funds to districts for all schools with approved plans.

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