

# School LAND Trust Program for Existing Charter Schools and New Charter Schools\*

Effective April 2020

## Open and Public Meeting Law

Local charter boards are subject to the Open and Public Meeting Act that describe requirements related to noticing of meetings, keeping minutes and recordings, agendas and voting.

Charter Trust Land Councils that are not local charter boards are subject to the School Community Council Open and Public Meeting requirements found in [Utah Code 53G-7-1203](#).

## School LAND Trust Program Requirements [Utah State Board of Education Rule R277-477](#)

Charter schools are not required to have a School Community Council. However, charter schools that elect to receive School LAND Trust funds shall have a Charter Trust Land Council (council) that prepares plans and reports consistent with the requirements of the School LAND Trust Program. The council shall be:

- ❖ The governing board of the charter school if the makeup of the board includes a two parent/grandparent member majority. The parent/grandparent members must have students currently attending the school.
- ❖ OR the governing board may establish a process for election of a council with a two parent/grandparent member majority of children currently attending the school. The chair must be a parent/grandparent member.

## Timeline and Associated Tasks

Prior to October 20<sup>th</sup>

Hold parent elections, if needed, and assemble the council

- Submit the Membership Report on the website - names and emails of council members.

Prior to January 15<sup>th</sup>

Prior year financial information is automatically entered on the School LAND Trust program website from the UPEFS data submitted by schools in October.

Prior to February 5<sup>th</sup>

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

After February 5<sup>th</sup>

USBE School Children's Trust staff reviews Final Reports to determine compliance with rule, law and to ascertain if expenditures made were according to the approved school plan.

Prior to April 1<sup>st</sup>

The council meets and follows the steps required to prepare the School Plan.

- Identify the schools greatest academic needs
- Recommend an action plan to meet the needs. The plan must:
  - Have a direct impact on the instruction of students and result in measurable increased student performance

- Include a specific listing of programs, practices, materials, or equipment needed for implementation
- Outline how the School LAND Trust funds will be used to implement the plan.
- The council votes to approve the School Plan

Enter the School Plan for the upcoming school year on the website. The School Plan also includes the Signature Form.

The School Plan is approved by the charter governing board, if the council is not the local charter board.

Before May 15th

School Plans are approved by the school's authorizing entity and may be sent back to the school for modifications with a written statement about what needs to be revised. If revisions need to be made, the council makes revisions and approves. Any school chartered by the Utah Charter School Board sends their plans to Karen Rupp for an additional review.

When approved, School Plans are approved on the website by the School Children's Trust Section and become viewable to the public.

July

Funds are distributed to schools with approved plans in the July allotment. The actual distribution is viewable on the SCHOOLS page of the website.

There is a process for amending approved School Plans when necessary. There is an amendment form attached to the approved School Plan on the School LAND Trust website. Contact the chartering entity to find out how and when they approve amendments. The approval process is the same as for approving the original plan.

\*New Charter Schools may receive funding in the first year they are open. The school must follow the steps listed above but on an abbreviated timeline beginning with the start of the school year and completed no later than November 1<sup>st</sup>.