

TIMELINE FOR SCHOOL COMMUNITY COUNCILS and THE SCHOOL LAND TRUST PROGRAM

July 29, 2011

www.schoollandtrust.org

- Mid-August – Mid-October
 - 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 on the website to reflect changes in enrollment, new and closing schools.
 - District updates district contact information and the spring due date for school plans on the website.
- First few weeks of the school year
 - Elections are held for school community council members (if they were not held in the spring).
 - Notice is provided at least 21 days in advance
 - Elections are held for three consecutive days
 - Elections begin prior to the 31st day of the school year
 - Within the first two weeks of the school year the proposed schedule of meeting dates and the names of council members, with contact information where available, are provided on the school website and delivered to all parents in a direct delivery method.
- October – Mid-November
 - Principals enter fall reports on the website
 - Membership Report – names and email addresses of the current school community council
 - NEW 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 expenditures, implementation, and results
 - After review, districts make the Final Reports live to the public from the website
 - Councils report to all parents about implementation of School LAND Trust Plan in the prior school year via the school website and at least one direct delivery method.
- Mid-year – A report on the actions and activities of the council to date is posted on the website and provided to all parents in at least one direct delivery method.
- Spring Due Date – Selected by the District (Due date must be prior to May 15th)
 - Principals enter spring reports on the website
 - Community council plan for the School LAND Trust program for next year.
 - Committee Signature Form with NEW requirement to report the date the council approved the plan and members voting for, against and those who were absent
- Prior to the end of the school year
 - District review of spring reports
 - Board approval of School LAND Trust Plans for next school year
 - Approval of School Plans on the website
- July – Distribution of School LAND Trust Funds to districts for all schools with approved plans.

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