

What Your School Must Do to Receive School LAND Trust Funds

1. FORM A SCHOOL COMMUNITY COUNCIL THROUGH THE REQUIRED ELECTION PROCESS

The School Community Council (SCC) is responsible for the School LAND Trust Program.

The membership of the SCC must include:

- The school principal
- At least one school employee elected by the school employees (in addition to the principal)
- At least three parents (or guardians) elected by majority vote of the parents. Any parent is eligible if they have a child who will be enrolled at the school during the first two-year term of office. They may work at the school, but no more than an average of six hours per week.
- The committee may have more members. The number of parent members must exceed the number of school employees, including the principal.

2. ASSESS ACADEMIC NEEDS and IDENTIFY THE MOST PRESSING ACADEMIC NEEDS OF THE SCHOOL

Councils will have already completed this step in preparing the School Improvement Plan (SIP) and can now select from the academic needs and goals outlined in the SIP, an area in which to focus the School LAND Trust Plan.

- Select a need that is academic
- Set goals that are specific, measurable, achievable, realistic and time-based

3. PREPARE AN ACTION PLAN

Prepare an action plan to address the need and meet the goal identified.

- Review the current plan to determine if adjustments need to be made or a new plan prepared.
- Brainstorm many options that will directly impact instruction.
- Collect various examples of research based programs, practices, software, materials, equipment, and strategies that could effectively meet this need.
- Invite all members to describe how the group they represent can provide support towards students reaching the goal.
- If the school and council have conducted a formal school-wide assessment in preparing the SIP, the results should help the council select the academic need, the steps needed to address the need and assessments to monitor progress.
- Identify barriers and how the plan will address them.
- Prepare a step by step outline of the action plan that includes duties and responsibilities, who is responsible and the timeframe

Funding the plan

- Decide how much funding will be required to implement the plan.
- Develop a budget.
 - Review funding available from the School LAND Trust Program.
 - Consider finding matching money to help implement the plan.
 - Funds from the School LAND Trust Program can be matching money for a grant that supports the goal selected.
 - Consider involving business partners
- Notify your school staff and parents of your decisions.

Measuring progress and results

- Identify methods for measuring student improvement that are data driven.
- Establish the beginning point (baseline) from current assessments.
- Define the assessment goal and a timeline to reach it.
- Include in the plan how progress will be tracked and how final results will be assessed
- Schedule regular progress reports

4. DO IT! AND SHARE THE RESULTS!

Submit the Plan for the upcoming school year and the Progress Report for this school year on the School LAND Trust website each spring for approval by the local school board.

Implement your plan with enthusiasm – focus on results.

- Follow the steps in the action plan
- Receive regular updates of assessment measurements
- Receive regular reports from those with duties and responsibilities in the action plan.
- Make adjustments, if necessary

Publicize your plan.

- In a mid-year report to parents, report progress towards the goals in the plan
- In the school newsletter
- Contact local media to share successes
- Have the children show what they have learned at a “Parent Night”
- Invite local legislators to the school; share the plan and its results
- **Remember, continued funding depends on policy makers being informed and supportive of how the money is used.**
 - Write a letter from the SCC about what the school accomplished because of these funds. Please use school letterhead and address each letter to the respective policy maker. Consider including some of the following ideas in your letter:
 - Thank them for their support of school trust lands
 - Briefly explain the plan and how the school trust funds are making implementation possible
 - Ask for continued support
 - Send the letter to elected policy makers.
 - The Governor
 - The State Treasurer
 - Your Representative and Senators in Congress
 - Your State Representative and Senator
 - Your State School Board Member
 - Your Local School Board Member

The Final Report

- Submit the Final Report online in the fall following the implementation year
 - District business administrators enter the expenditures
 - SCCs should review the expenditures to be sure they are consistent with school records
 - Prepare a summary of the Final Report and make it available to all parents
- SCCs complete the narrative sections and submit the Final Report online