

Compliance Checklist for Charter Schools School LAND Trust Program

September 2009

Open and Public Meeting Law and other Noticing Requirements

- ✓ Meetings are open to the public. (52-4-103(7) & (52-4-201(1))
- ✓ Meeting agendas are posted at the school at least 24 hours in advance and on Utah Public Notice Website. They shall include the date, time, and location of the meeting. (52-4-202(1-2))
- ✓ Notification of the meeting is also provided to a newspaper of general circulation within the geographic jurisdiction of the public body or local media correspondent. (52-4-202(2))
- ✓ Minutes include the date, time, location, names of members present and absent, substance of all matters proposed, discussed or decided, a record of votes, name of each person who is not a member of the SCC and who is recognized by the chair to speak in the meeting, and substance of what was said. Minutes are marked as a draft until approved. (52-4-203(1-2) & 52-4-203(4)(c))
- ✓ A recording of each meeting is kept and labeled with the date, time and location of the meeting. (52-4-203(1, 3))
- ✓ A simple majority is required to take action. (52-4-103(4) & (9))
- ✓ Issues not listed on the agenda may arise in the meeting, be discussed and assignments made to help the SCC make a decision at a future date, but no final action should be taken on substantive issues not listed on the agenda. (52-4-202(6))
- ✓ Responsibilities of the committee do not allow for closed meetings. (R277-491-4(D))

School LAND Trust Program Requirements

Charter Schools are not required to have a School Community Council or a School Improvement Plan, as regular public schools are. However, Charter Schools that elect to receive School LAND Trust funds shall have a committee consisting of a majority of parents elected from parents of students currently attending the school. (R277-470-12) They are required to assemble a committee, prepare plans and reports consistent with the requirements of the School LAND Trust Program. The committee has responsibility only for the School LAND Trust Program under the law and board rule, but could address other issues if the school decided to.

- ✓ The school shall establish a committee designated to make decisions about the School LAND Trust funds. The committee makeup shall consist of a majority of parents elected from parents of students currently attending the school. The names of committee members shall be submitted online. (R277-477-3(E))
- ✓ The committee shall prepare a plan to enhance or improve student academic excellence consistent with R277-477-3(J, Q-R). (53A-16-101.5(1 & 5))
 - Identify the schools greatest academic needs
 - Recommend an action plan to meet the identified academic needs. The plan must:
 - Have a direct impact on the instruction of students and result in measurable increased student performance
 - Must include a specific listing of programs, practices, materials, or equipment needed for implementation
 - Must outline how the School LAND Trust funds will be used to implement the plan.
- ✓ The governing board of the charter school shall approve the recommended action plan before it is submitted for approval by the entity that authorized the establishment of the charter school (State Charter School Board or school district). (53A-16-101.5(7) & R277-477-3(W))
- ✓ Plans shall be submitted online on the School LAND Trust website by the due date determined by the Charter School Section (usually mid-March). (R277-477-3(W)) and R277-477-5(A-C))
- ✓ Schools shall implement approved plans, and meet financial reporting and performance accountability. (53A-16-101.5(6)(a))
- ✓ Each school shall prepare an annual report of the program at the end of the school year detailing the use of program funds and an assessment of the results obtained from use of the funds. (53A-16- 101.5(6)(b))