

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.

Who - 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). Employee members may or may not be licensed employees.
- At least four 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 their term of office, unless they are a licensed employee at the school.
- The committee may have more members than stated here. The number of parent members must exceed the number of school employees, including the principal by at least two.

How – The election

- Provide notice to staff and parents at least ten days in advance of the election. Include:
 - The open positions, how to file and the due date for filing
 - When and where the election will be – it must be at the school, overseen by the principal
- Elections must be completed before the last week of the school year OR may be held near the beginning of the school year.
- Elections are to be held by secret ballot, with ballots deposited in a secure ballot box and the results are to be saved at the school.
- After the election, if there are more parents on the council who are also licensed employees in the school district, than parents who are not, the parent members on the council need to appoint additional non-licensed parents until non-licensed parents are in the majority.
- If positions on the council are unfilled, the parent members appoint a replacement for a parent position and employee members appoint a replacement for employee position. Principals may encourage the council in their appointments but should not appoint members to the council.

2. ASSESS ACADEMIC NEEDS & IDENTIFY THE PRIORITIES

Councils will have already completed this step in preparing the School Improvement Plan (SIP) and now select from the academic needs and goals 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(s) and meet the goal(s) identified.

- Review the current plan to determine if adjustments need to be made or a new plan prepared.
- 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. The Sage test scores are good indicators.
- If a new plan (or revision) needs to be prepared, begin by understanding the assessment results at a deeper level to understand specifically the needs within a test score that need attention.
- Invite education specialists at the school and district to recommend solutions and programs that are research based.

- Invite all council members to describe how the group they represent can provide support towards students reaching the goal.
- 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
 - Consider involving business partners

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

Approving the plan and Submitting On-line

- When the plan is complete, the council adopts it through a motion and vote. The motion is recorded in the minutes with who voted for, against and who was absent.
- The plan is submitted on the website at www.schoollandtrust.org
- The local school board considers the plan and approves it, or may send it back to the council with an explanation about what needs to be amended.
- The school plan goes back to the local school board for final approval.
- Council members will be asked to sign a Membership Signature Form indicating their involvement in preparing and approving the School LAND Trust Plan.

4. DO IT! AND SHARE THE RESULTS!

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 – See examples below

- 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 and thanking them for supporting the program.
 - Send the letter to elected policy makers. Links to find your policy makers and their contact information are found on the website at www.schoollandtrust.org

The Final Report - Submit the Final Report online before October 20th following the implementation year

- District business administrators enter the expenditures
- SCCs should review the expenditures to be sure school and district records agree
- SCCs complete the narrative sections and submit the Final Report online
- As part of the Final Report, principals enter and sign a Principal's Assurance Form assuring that councils have been properly constituted according to the law.
- Prepare a summary of the Final Report and make it available to all parents
- **The Final Report summary, names and contact information of council members, the council meeting schedule for the year, Rules of Order and Procedure adopted by the council, a statement about the opportunity for parents to serve on the council, and the distribution amounts for each school year are posted on the school website**