

Steps to Amend a Current School LAND Trust Plan

1. Include an action item on the School Community Council Agenda

Action Item: Review Current School LAND Trust Plan and Budget

Discussion and Possible Amendment

2. The Council receives a report on plan implementation, the budget, and justification for amending the Plan. The Council discusses proposed amendments and may offer additional ideas and suggestions.

3. The council votes to amend the Current Plan and records the amendment with the vote in the minutes.

4. Principal

a. **Notifies the district of the amendment** and it is placed on the local school board agenda for consideration and approval.

b. **Enters the Amendment on the website** by logging onto the website. Select Current Plan, Click ADD AMENDMENT at the bottom of the Plan.

i. Enter the date and vote of the council to amend

ii. In the text box:

1. Explain the reason for the amendment

2. Identify the goal and expenditures being amended

3. If the council is creating a new goal, be sure to include:

a. Goal Statement

b. Academic Area

c. Measurement

d. Action Plan

e. How the expenditures are part of the action plan

5. Local Board considers the amendment and approves it OR may request changes. If changes are substantive, the process begins again. If they are non-substantive, the principal may make the changes.

6. The School Children's Trust completes a final compliance review and approves OR may request changes. If changes are substantive, the process begins again. If they are non-substantive, the district or principal makes the changes. The district approves online.

7. Implement the amendment.

NOTE: If the proposed amendment is consistent with 'Increased Distribution' section in the Plan, an amendment may not be needed because the expenditure has already been approved.