

RESPONSIBILITIES and TIMELINE - LOCAL SCHOOL BOARDS

Related to SCHOOL COMMUNITY COUNCILS and THE SCHOOL LAND TRUST PROGRAM

Effective July 2018

Bold indicates a local board responsibility

Red identifies the time.

ELECTIONS – Spring or Fall – Councils select the **election timeline consistent with Board Policy**

53G-7-1202(5)

Near the beginning of the school year or in the spring to be completed before the last week of school.

ANNUAL TRAINING of School Community Councils including:

53G-7-1202(8)

Training for Chairs and Vice-chairs about their specific responsibilities

Resources available on the School LAND Trust website

Content of 53G-7-1202 *School Community Council Duties – Composition – Election procedures*

Council responsibilities:

53G-7-1202(3)

Create and approve a School Improvement Plan (SIP) annually for approval

Create and approve a School LAND Trust Plan annually for approval (academic subset of SIP)

Review digital citizenship report from the administration, prepare plans to address concerns, assure training for students and parents is provided annually.

Advise local boards and administration about various programs and issues

DISTRICT BUSINESS ADMINISTRATOR ANNUAL REPORT - Mid-August – October 1st

53G-7-1206(6)

School districts enter each school's expenditures for the prior year and reallocates the current year distribution based on fall enrollment

FALL REPORTING - In the fall by October 20th – Principals enter fall reports online:

- Council Membership 53G-7-1202(5)(g)
- Principal Assurance that confirms the councils were seated according to the law R277-491-4(1)
- Final Report on the implementation of the School Plans in the prior year. This includes the expenditures entered by the Business Administrators **before October 1st**. 53G-7-1206(5)(b) and R277-477-6(6)

FINAL REPORT REVIEW – October 20th- Thanksgiving, districts review the Final Reports and make them live to the public on the website.

Some Boards see copies before Final Reports are made live online. Others ask for a compiled report from the district program administrators that may include information about how much money was spent in various categories, how much was carried over, and any schools that may not have implemented School Plans as the board approved them.

ANNUAL DIGITAL CITIZENSHIP & INTERNET SAFETY REPORT - Provided by district and school administration to councils

R277-491-6(3)

A suggested report outline is on the website. **Some information in this report comes from Board policy.**

Fall is the suggested time to provide this report.

ANNUAL TRAINING FOR LOCAL SCHOOL BOARD MEMBERS prior to School Plan approval

53F-7-1206(7)

SPRING PLAN APPROVAL TIMELINE - Determined by the Local School Board

R277-477-3(10)

Due date – schools submit Upcoming School Plan and Council Signature Form (Spring Reports)

Date of Board Meeting - Spring Reports are reviewed for the first time

Board reviews Upcoming School Plans and Signature Forms signed by the council members.

Board provides a written explanation to each council of requested changes

Approval confirms that Upcoming Plans (and amendments, as needed) include:

Academic goals, Specific steps to meet the goals, Measurements to assess improvement

Specific expenditures focused on student academic improvement to implement the goals.

Date of Final Board Approval – Before May 15th

District certifies review and completion of school year requirements online.

School Children's Trust (SCT) Final Review **before June 30th** - If further changes are needed, SCT contacts the district.

Mid-July – funds are distributed to districts for schools with approved School Plans on the last business day of the month.

Please contact the School Children's Trust to assist with training, training materials, questions, and other support.

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