

Supporting Classroom Achievement: Best Practices and Resources for Using School LAND Trust Funding



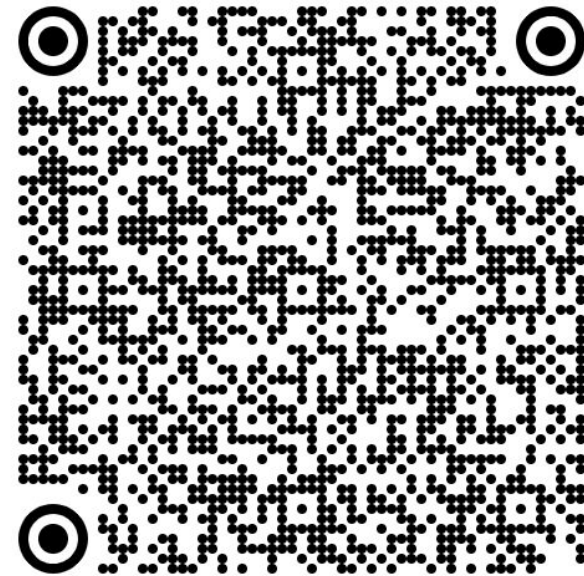
Marcus Chen
Training Specialist



Training Overview

1. How does the School LAND Trust program work?
2. SCC Roles and Responsibilities
 - Elections
 - Meetings
 - Plan Development
3. Program Resources

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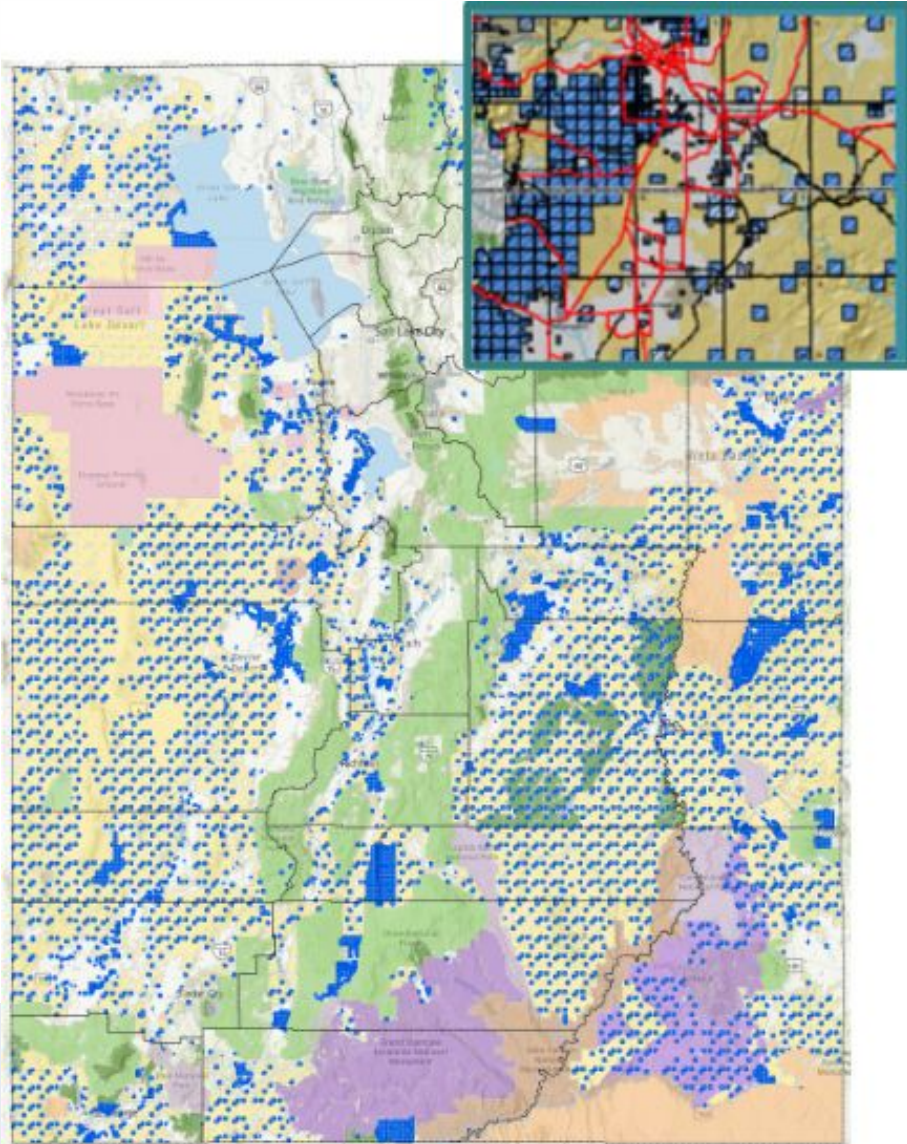
Ask a neighbor: What has helped students at your school succeed academically?



Utah State
Board of
Education

School
LAND
Trust

Utah public schools implement the School LAND Trust Program to **enhance instruction and improve student achievement in areas of greatest academic need.**



Trust Lands History

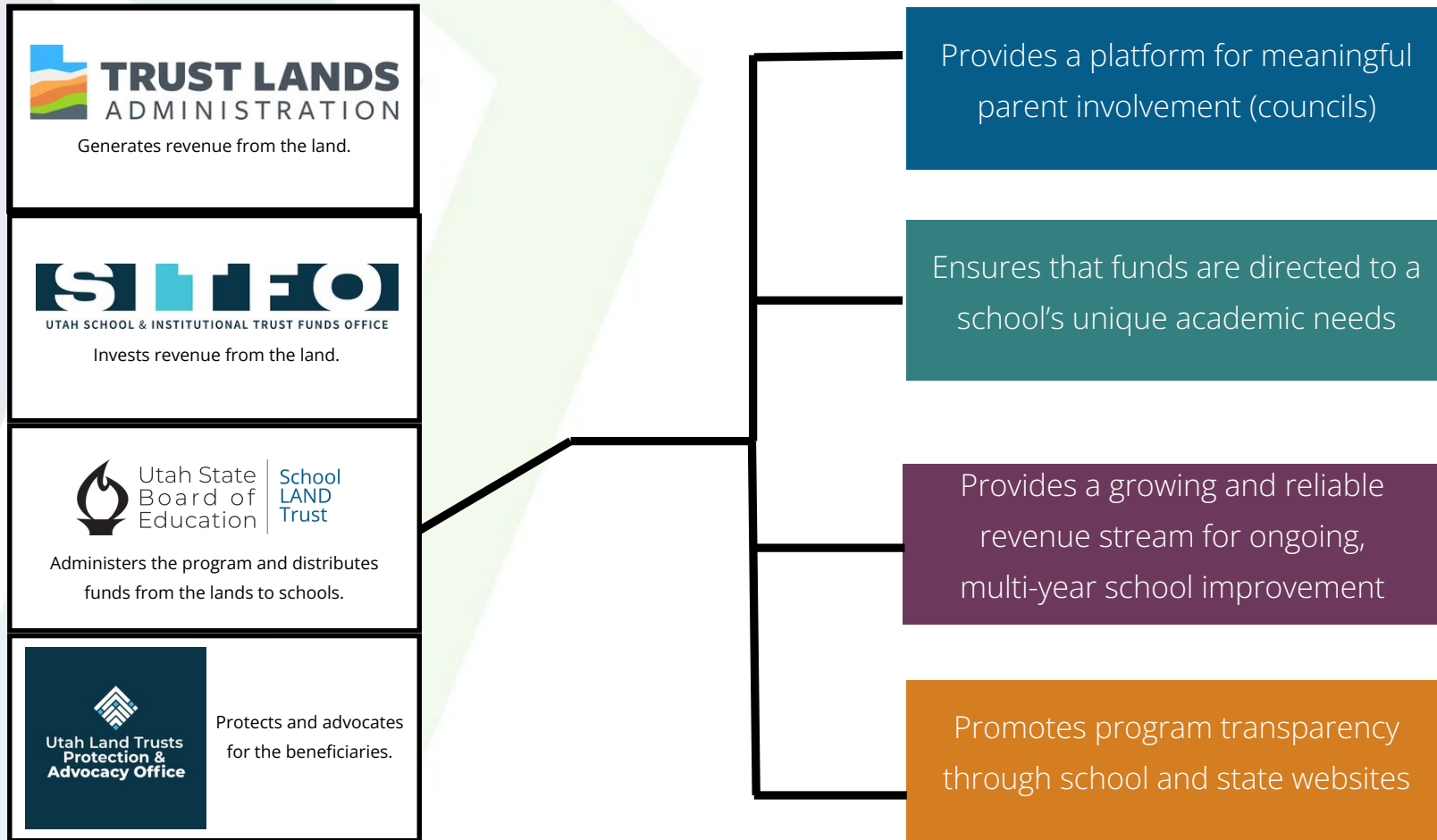
Founding Idea

- Democracy founded upon a well-educated public
- Land to support public schools and other institutions
- Held in trust for beneficiaries - Trust Lands are not public lands

Utah's Statehood

- 1896 - Congress granted Trust Lands to Utah
- Townships are six by six miles
- Utah given sections
- 2, 16, 32, 36

Trust Lands Agencies



School Community Councils (SCC's)

SCC Responsibilities



Plan Development: Collaborate and make evidence-based decisions to develop the **School LAND Trust Plan**

- **Data Review:** Identify **academic needs**, write goals, determine measurements, and oversee fund use
- **Student Support:** Support students with a focus on **academic priorities** of the district and school

Advise and make recommendations on:

- school and district programs
- a child access routing plan
- safe technology and digital citizenship
- safety principles and positive behavior plan
- other issues relating to the community environment for school

Timeline for Principals and Councils

Utah State Board of Education School LAND Trust		
August - September		
Add to Timeline	August	September
<p>Council's Choice</p> <p>Determining the SCC Meeting Schedule</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish a meeting schedule for the year, identifying which meeting(s) will be dedicated to: <ul style="list-style-type: none"> <input type="checkbox"/> Reviewing the current year SLT Plan <input type="checkbox"/> Reviewing the prior year SLT Plan <input type="checkbox"/> Developing the upcoming year's SLT Plan. <i>(A suggested outline for this item is provided).</i> <p>Discussions on School-Specific Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Throughout the year, ensure the council has the opportunity to receive reports on, discuss, and provide input on school safety, digital citizenship, the positive behavior plan, safe walking routes, and other items impacting the school community/environment. 	<p>Throughout the Month:</p> <p>Plan and Conduct Elections</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unless elections were held in the spring, review the school's Rules of Order & Procedure to refresh on election procedures and determine open council positions. <input type="checkbox"/> Provide notice to parents and school employees for each respective election. <i>New schools should post one- and two-year membership slots to establish a staggered council.</i> <input type="checkbox"/> Conduct elections and appointments, if necessary. If seeking an exemption, request a spot on the district's school board meeting in September and bring proof of attempts. 	<p>Throughout the Month:</p> <p>At the First Council Meeting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct annual training for SCC members. Use updated training materials and resources from the USBE. <input type="checkbox"/> Collect member contact information. <input type="checkbox"/> Set a meeting schedule for the year that considers reasonable times to promote attendance and allows for all council business to be conducted. <i>It is recommended that the council meets most months of the school year.</i> <input type="checkbox"/> Review and update the Website Posting Requirements. <input type="checkbox"/> Review and, if necessary, update and adopt Rules of Order & Procedure. <input type="checkbox"/> Elect a Chair and Vice Chair. <input type="checkbox"/> Review current year SLT budget. <i>Do this at every meeting.</i>

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Month-by-Month Implementation

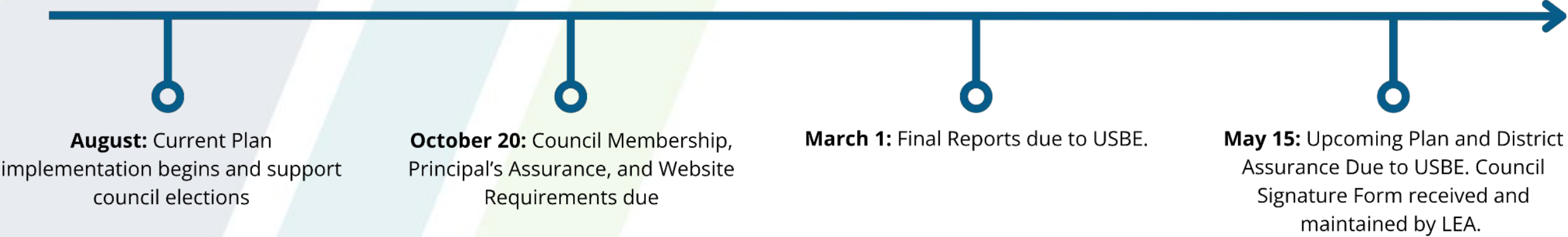
August - October

August	September	October
<p>Beginning of Month:</p> <p>Plan Required Annual Training</p> <ul style="list-style-type: none"> Following SCC elections, arrange for SCC training for the council's first meeting. Request training materials and resources from the USBE, and consider asking the Training Specialist for on-site support. Arrange for annual training of the District School Board in preparation for local program oversight and for review of SLT plans. <p>Assist New Schools</p> <ul style="list-style-type: none"> Help new schools meet the November 1 deadline (to receive current year funds) by facilitating elections with staggered council seating and creation of current year SLT plan. Also, set a placeholder on the Sept. or Oct. board agenda for current year SLT Plan review. <i>In their first year, new schools will create a current and upcoming year SLT Plan.</i> 	<p>Beginning of Month:</p> <p>Send Principal Reminders</p> <ul style="list-style-type: none"> Remind principals and SCCs to review and, if necessary, revise Rules of Order & Procedure at the first council meeting. <i>This document contains information on elections and conducting business.</i> Remind principals to complete fall requirements by October 20: <ul style="list-style-type: none"> Council Membership Form Principal Assurance Form Website Posting Requirements Council Exemption Form Council Membership Form with Exemption <p>Set Deadlines</p> <ul style="list-style-type: none"> Set deadlines for principals in the SLT reporting website to complete Final Reports for and Upcoming Plans, factoring in time for LEA reviews prior to USBE deadlines. 	<p>October 1:</p> <p>Reallocate Current Year Funds</p> <ul style="list-style-type: none"> Last day to reallocate current year's SLT funds (for things like enrollment or boundary changes) and to notify principals of their final SLT budget amount for the year. Request a reallocation form from the USBE. <i>If a reallocation changes a school's ability to implement their plan, the council should submit a Plan Amendment.</i> <p>October 20:</p> <p>Receive and Begin District Review of Fall Requirements</p> <ul style="list-style-type: none"> Each school's Council Membership Form, Principal Assurance Form, and Website Posting Requirements is due. Follow up with schools with missing items and review forms/websites for compliance. <i>The district will certify this review took place when submitting the District Assurance Form in the spring.</i>

November - January

November	December	January
<p>November 1:</p> <p>Submit New Schools Plans to USBE for Review</p> <ul style="list-style-type: none"> Ensure requirements for new schools are complete (<i>current year SLT Plan, fall requirements, and a Council Signature Page</i>). Submit to USBE for review in the SLT Reporting Website LEA Review Guide for Plans/Amendments <p>Throughout the Month:</p> <p>Help Schools Complete Missing Requirements</p> <ul style="list-style-type: none"> Continue to work with schools to ensure all missing fall requirements are completed and that all are in full compliance. <i>USBE will send a Missing Items Report to confirm the status of the fall requirements. As the district will have already started LEA review of these items, this list should already be known to you.</i> 	<p>Beginning of Month:</p> <p>Send Principal Reminders</p> <ul style="list-style-type: none"> Remind principals and SCCs to check SLT budgets and spending. If they are predicting a carry-over, they need to submit a Plan Amendment. <i>Councils should check their SLT budgets and spending throughout the school year at each council meeting and address underspending early on with a current year Plan Amendment to avoid carry-over issues later in the year.</i> LEA Review Guide for Plans/Amendments <p>End of Month:</p> <p>Prepare Council Signature Form Template for SCCs</p> <ul style="list-style-type: none"> Ensure the district has a Council Signature Form available for principals to present to councils at their spring meeting when they approve the upcoming year's SLT Plan. Remind principals to retain completed forms for 3 years. 	<p>Beginning of Month:</p> <p>Request Spot on Board Agenda</p> <ul style="list-style-type: none"> Arrange for the District School Board to receive a report on prior year SLT Plan implementation by March 1. <p>January 15:</p> <p>Send Principal Reminders</p> <ul style="list-style-type: none"> Final Reports available to principals. <i>Remind them to use accounting records to ensure funds were spent according to the plan. Reports must be approved by the District Admin prior to March 1.</i> LEA Review Guide for Final Reports <p>End of Month</p> <p>Get Next Year Projections</p> <ul style="list-style-type: none"> USBE sends next year's SLT projections. Share with SCCs and notify USBE of next year opening or closing schools. Request and complete a Reallocation Form ASAP, but no later than October 1.

A Simplified Timeline



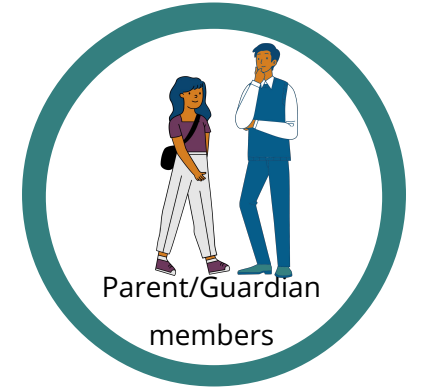
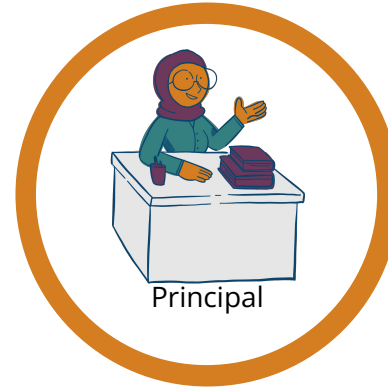
Council Membership

- **Parent/Guardian Members**

- Must have **a child at the school** for at least one of the two years of their term
- May **not** hold an educator's license AND work at the school
- Parents/guardians are elected by the parents/guardians of children enrolled at the school

- **School Employee Members**

- **The principal** automatically serves as a voting member
- **School employees** must be employed at the school and **elected** by school employees



Council Structure

High School

10 members

(6 parent/4 school employee)

Middle and Elementary

6 members

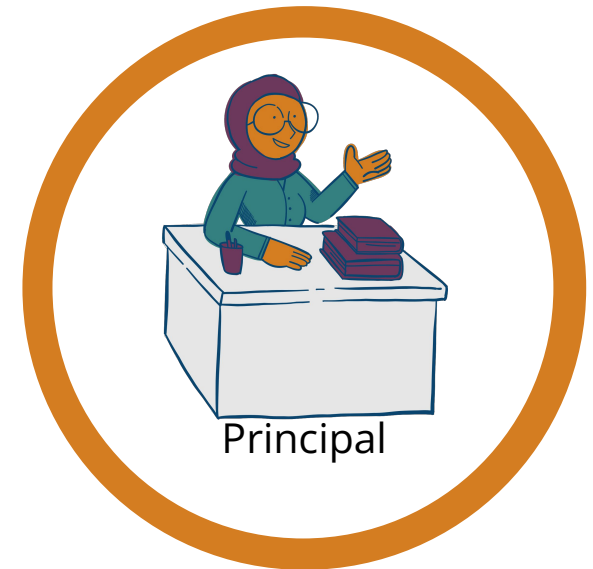
(4 parent/2 school employee)

Important Requirements

- Exact membership of the council must be defined in Rules of Order and Procedure document.
- All councils must maintain a two parent majority.
- Councils may determine alternative council sizes. **BEFORE** any changes to the council occur during the year, the council approve these changes by majority vote of a quorum, and update the Rules of Order and Procedure and Fall Requirements Form on [SLT Program website](#).

Principal Responsibilities

- Ensures compliance with state law and **supports effective council operations**
- Promotes **transparency, communication, and accountability** to the school community
- **Provides data and collaborates** with the council to develop the SLT Plan
- **Implements the approved plan** and ensures **proper use of funds**
- **Completion of program requirements:**
 - Oversee elections: Council Membership Form & Principal Assurance
 - Facilitate School Website Postings
 - Final Report, Plans and Amendments, and Council Signature Page



Council Chair Responsibilities

- Ensure council **welcomes community participation**
- **Facilitate meetings**
 - Set meeting agendas
 - Conduct meetings in accordance with Rules of Order and Procedure
 - Keep written minutes of meetings
- **Inform council members about resources** on SLT Informational Website
- **Delegate**, as needed



Council Meetings Agendas

August: Current Plan implementation begins

October 20: Council Membership, Principal's Assurance, and Website Requirements due

- Post to school website at least 1 week before a meeting
- Notice to the public of the topics that will be considered at the meeting
- Each topic must be listed under an agenda item for the meeting
- Items to be voted on must be identified as an action item



August: Current Plan implementation begins

October 20: Council Membership, Principal's Assurance, and Website Requirements due

Council Meetings Minutes

- Kept for 3 years
- Meeting essentials: Date, time, place
- Attendance: Members present/absent
- Brief summary of discussion: Key matters proposed, discussed, decided
- Voting record: Individual member votes (if taken)
- Guest list: Non-council members present
- Member requests: Any other information a member wants recorded





Weber State University Charter Academy
School Land Trust Council - Agenda
Thursday, September 12, 2025, 2025 1:00pm
This meeting will be held in person at the WSU Charter Academy
1351 Edvalson Street 1301, Ogden, Utah 84408

School Land Trust Council Members

Samantha Hill, WSUCA Parent
Demi Parker, WSUCA Parent
Katherine Rudd, WSUCA Parent
Alyson Yeates-Linford - WSUCA Mentor Teacher

Invited Participants

Debbie Vaughn, WSUCA Executive Director, Council Advisor & Secretary

Item	Action	Who	Time
Welcome and Introduction • DRAFT SLT Council Election Procedures - need to be adopted by Governing Board 9/2025 Meeting	No	Debbie Vaughn, WSUCA Director SLT Council Advisor	5 min
Review of Minutes • SLT Council Meeting Draft Minutes DATE Not applicable, as this is the first council meeting after reopening 8/13/2025	N/A	Chair	n/a 5 min
Public Comment (Limited total of 10 minutes, 2 minutes/speaker)	No	Open	10 min
Elect a council chair (parent), vice-chair (faculty/staff)	Yes	Debbie Vaughn, WSUCA Director SLT Council Advisor	5 min
Adopt Rules of Order & Procedure -		Debbie Vaughn, WSUCA Director SLT Council Advisor	5 min
	Yes	SLT Council Chair	
WSUCA Draft SLT SY25-26 Plan	No	Debbie Vaughn, WSUCA Director SLT Council Advisor	10 min
WSUCA SLT SY25-26 Plan	Yes	SLT Council Chair	5 min
Review of SLT Grant Budget • Not Applicable, as this is the first council meeting	No	Debbie Vaughn, WSUCA Director	n/a 5 min

Upcoming Plan Creation & Review

What is a School LAND Trust Plan?



- The SLT plan is a **strategic roadmap**
- Focused on high-quality **classroom instruction** and **student achievement**
- Two Benefits
 - Avoid “what should we spend our money on?”
 - Shift to **“what supports can our school provide to assist classroom instruction that supports student achievement?”**

*images were generated using Google Imagen 3 AI

Councils put supports in place

Personnel/Development



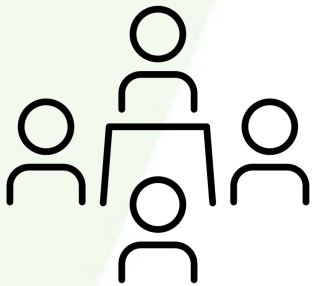
Instructional Materials



Hands - On Learning



School LAND Trust Plan Process



SLT Plan

Academic Area(s)

Academic Areas

Guided first by the TSSP, the LEA's academic priorities, and student academic data, councils may choose to address the following academic areas:

- Math
- ELA
- Science
- Social Studies*
- Graduation Rates (*secondary schools only*)
- College and Career Readiness (*secondary schools only*)

If a school shows proficiency in the above areas, they may branch into other core standard areas with School Board approval.

Priorities	Other Academic Areas in Core Standards
<input type="checkbox"/> College and Career Readiness (<i>secondary schools only</i>)	<input type="checkbox"/> CTE (Career and Technical Education)
<input type="checkbox"/> English/Language Arts	<input type="checkbox"/> Educational Technology/Library/Media
<input type="checkbox"/> Graduation Rate Increase (<i>secondary schools only</i>)	<input type="checkbox"/> Financial Literacy
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Fine Arts
<input type="checkbox"/> Science	<input type="checkbox"/> Health
	<input type="checkbox"/> Physical Education
	<input type="checkbox"/> Reading
	<input type="checkbox"/> Social Studies
	<input type="checkbox"/> Technology
	<input type="checkbox"/> World Languages
	<input type="checkbox"/> Writing

Academic Area Tips

Be specific (1-2 areas)

- Increases clarity
- Simplifies reporting
- Simplifies connecting expenditures

Use multiple goals to address multiple academic areas

- Organizes expenditures into specific areas of support

A Non-Example

Academic Area
<ul style="list-style-type: none">• English/Language Arts• Mathematics• Science

SLT Plan

Goal Writing



- No limit to the number of goals
- It is recommended that each goal focuses on a **single** academic area
 - If a goal has multiple academic areas, it would be recommended that each area be measured by the same test (*for example, it would be appropriate for a goal that is based on Acadience testing to include the academic area of reading and math*)
- Goals are student-centered and answer the question “**what will students achieve academically in 1 year?**”
- 1-2 sentences long

Example Goal

65% of K-2 students will be reading on grade level by the end of 2024-2025 as measured by Acadience Benchmark testing taken throughout the year.

Plan Development Resources

Goal Writing Guide



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School LAND Trust Program

School LAND Trust Plan Goal Statement Development Guide

This guide serves to help district and charter councils develop a goal statement for a School LAND Trust (SLT) Plan. This step-by-step guide provides insight on how the goal statement should be created by the council, along with best practices to create a goal that clearly states the intent of the council's SLT plan.

For comprehensive information about program requirements, please refer to the Code & Rule for the SLT Program or visit our [Training Resource page](#), which is also linked on the last page of this document.

Step 1 - Data Review & Selecting an Academic Area(s)

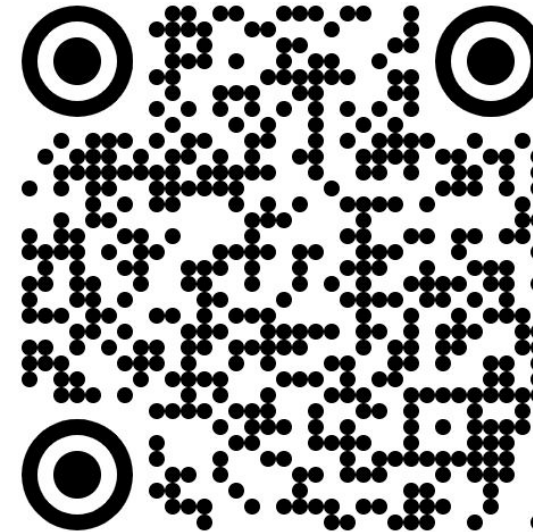
Before creating a goal statement, the council must first identify the academic area(s) the SLT plan will address. The council may use a variety of data (measurement) tools and data points to determine this area(s) of focus based on the most critical need. The resulting goal that will be developed will then serve as the basis for the specific supports provided to help students achieve a degree of success in those academic area(s).

- **Elementary Schools** may choose first from **Math, Science, or English/Language Arts**
- **Secondary Schools** may choose first from **Math, Science, English/Language Arts, College and Career Readiness, Graduation Rate Increase**
- **Other Academic Area(s):** If a school is already doing well in the priority areas above, they may request approval from the LEA's governing board to address other academic areas found in Utah Core Standards.

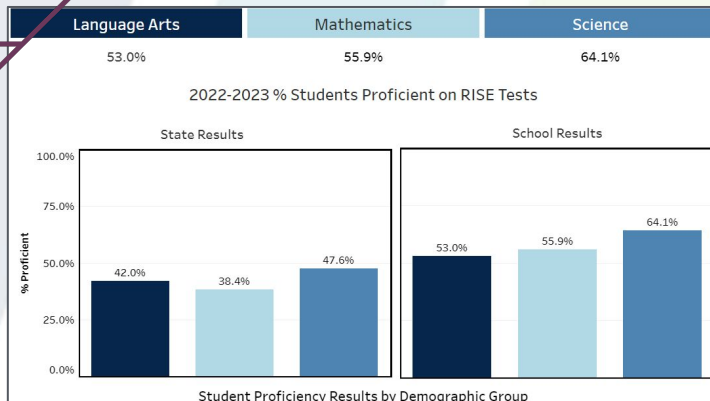
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<https://tinyurl.com/SLTGoalDevelop>



SLT Plan Measurement



- For every academic area included in a goal, there must be a matching measurement tool
- It is recommended measurements tools are focused – only 1-2 meaningful tools per goal
- The measurement tool:
 - is initially used to review student data
 - sets a starting point (benchmark)
 - creates a target for the goal
 - allows for assessing progress at the end of the plan period (summative or formative)

What Data Should We Be Looking At?

1. Tied to **Academic Area**
2. Progress-oriented
3. Other considerations
 - a. Trends over time



SLT Plan

Action Plan Steps & Expenditures

Action Plan Steps

- Explain how the council plans on getting students from benchmark to target
- Include evidence-based strategies that align with the goal, academic area, and measurement
- Clearly indicate which steps will use SLT money and which ones won't

Expenditures

- Specifically state what the use of SLT funds will be. Unclear spending descriptions are the most common reason for compliance issues and rejected plans.
- Planned expenditures must be allowable within the SLT Program




Considering supports for classroom success?

1. Invite department leads/teachers to present on best practices
2. Talk with district administrators about what initiatives have been working



Plan Development Resources

Expenditures Guide



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School LAND Trust Program

Plan Development, Academic Areas, and Expenditures

When developing the School LAND Trust (SLT) plan, the council can use this list as a resource to help determine academic focus areas and identify allowable and unallowable expenditures. For comprehensive program requirements, please refer to the Code & Rule for the School LAND Trust Program.

Identifying Students' Needs

1. **Analyze Data:** Review test scores, grades, etc., to see where students need the most support.
2. **Align with your TSSP:** Make sure your plan supports the goals in your school's Teacher Student Success Plan (TSSP).
3. **Consider Board Priorities:** Incorporate your governing board's academic priorities.

Academic Area

- **Elementary Schools:** Choose first from Math, Science, or English/Language Arts.
- **Secondary Schools:** Choose first from Math, Science, English/Language Arts, College and Career Readiness, Graduation Rate Increase.
- **Other Goals:** If your school is already doing well in the priority areas above, you can request approval from your LEA's governing board to address other academic areas.

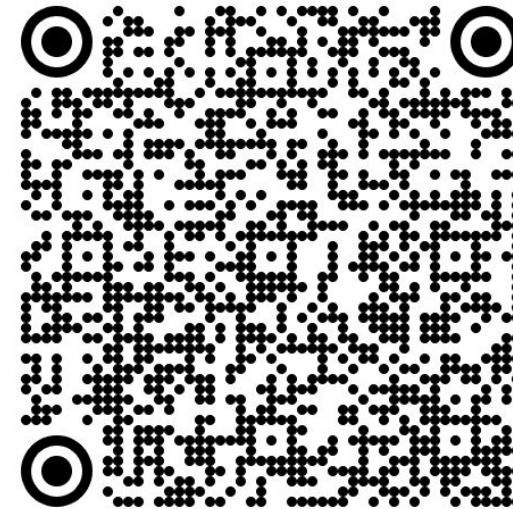
Allowable Expenditures

Make sure your action steps and expenditures are specific and clearly show how they will directly improve instruction in the chosen academic area to help achieve your goal. Allowable expenditures are subject to your local board's approval and may include:

- **Attendance:** Support for attendance initiatives when the activity or person is clearly connected to the school's academic goal and measurable student outcomes. This may include attendance tracking systems, incentives within allowable limits, or personnel time dedicated to implementing the strategy.
- **Books & Technology:** Books, ebooks, online curriculum, hardware, software, technology rentals, technology supplies (cables, etc.), video communication services for instruction.

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SLT Plan

Back-up Planning

- Provides flexibility
- Must be aligned to existing academic area and goal and maintain specificity
- Do not categorize back-up in the funding chart

Action Plan Steps and Expenditures

close

1. We will hire hourly personnel to support reading groups (\$30,000)

Backup Plan

1. If funds cannot be spent on hourly personnel, we will purchase reading software to support reading instruction in the classroom (\$5,000), chromebooks for accessing coursework that facilitates reading (\$15,000), and books to be placed in reading classes (\$10,000).

SLT Plan

Allowable Expenditures

- **Books and Technology**
- **People and Professional Development**
- **Repair and Maintenance of Items**
- **Student Transportation/Field Trips**
- **Supplies**
- **Other:** *Evidence-based, data-driven purchases that have a direct impact on student academic instruction, are not unallowable, and are approved by the School Board*

SLT Plan

Unallowable Expenditures



Costs related to administration



Construction



Maintenance



Facilities



Storage of personal student property



Student incentives that exceed \$4/student/plan



Overhead costs (office staff, office equipment)



Furniture



Security



Athletics



Non-academic activities



Incomplete grants

Analyze It: Third-year principal, F. Bueller III, and their council decide to address reading achievement scores in their elementary school. Discuss the following with 2-3 partners:

- What measurements would you consider to track progress?
- What academic supports/intervention would you recommend funding?

SLT Plan Example

Goal

The percent of 1st-3rd grade students achieving at least typical growth on the Acadience reading assessment from the beginning of the year to the end of the year will increase to 70%.

Academic Area

- Reading

Measurement

At the middle of the year Acadience benchmark, 50% of students grades 1-3 were making typical or above typical progress. Adjustments made mid-year indicate that we will reach our goal that 60% of students grades 1-3 will make typical or above-typical growth on the end of year Acadience benchmark. We will continue to work on this goal by increasing our goal to 70%. Progress will be monitored using Acadience Pathways and Benchmarks.

Action Plan Steps

1. We will fund .9 of a full time licensed employee (FTE) to provide daily reading instruction. (\$67,000)
2. We will fund 2 paraprofessionals to work with small groups of students to provide reading intervention instruction based on the students' individual needs. (\$27,753)

Expenditures

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Step 1 - \$67,000 Step 2 - \$27,753	\$94,753.00
Total:		\$94,753.00

Council Vote

Number Approved	Number Not Approved	Number Absent	Vote Date
5	0	3	2024-03-21



SLT PLAN Amendments

A school must submit an amendment during the school year when:

- **Carry-over exceeds 10% or \$5,000 whichever is greater**
- **Plan requires changes:** Adding a new goal or changing an existing one, updating measurements, switching academic area(s), adjusting action steps
- **Significant spending changes:** Substantial change to the amount of money spending in a specific category
- **Other reasons:** determined by the district's School Board

Councils must allow enough time for amendment approval, as it goes through the **full plan review process** just like the original plan. To streamline this process, have the amendment added to the **next board agenda early** and immediately notify the district that an amendment will be submitted.

SLT Plan Review Process



Plan Development Resources

Upcoming Plan Guide

Utah State Board of Education | School LAND Trust

Completing your Upcoming Plan

The School LAND Trust (SLT) Upcoming Plan, created by parent-led councils, guides school improvement by setting student achievement goals and outlining action steps and expenditures to strategically allocate resources to address critical academic needs.

After the council reviews the Teacher and Student Success Plan, LEA priorities, student data, and votes on how to use SLT funds for the upcoming year, use this guide to enter the approved Plan into the SLT Reporting Website.

Accessing the Upcoming Plan.....2

Creating a Goal.....2

Selecting the Academic Area.....3

Defining the Measurement.....4

Writing Action Steps.....5

Listing Expenditures.....6

Entering the Funding Estimates.....7

Explaining Excessive Carryover.....7

Communicating the Plan Publicly.....8

Recording the Council Vote.....8

Adding an Attachment.....9

Communicating with Reviewers.....9

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SLT Plan Rubric

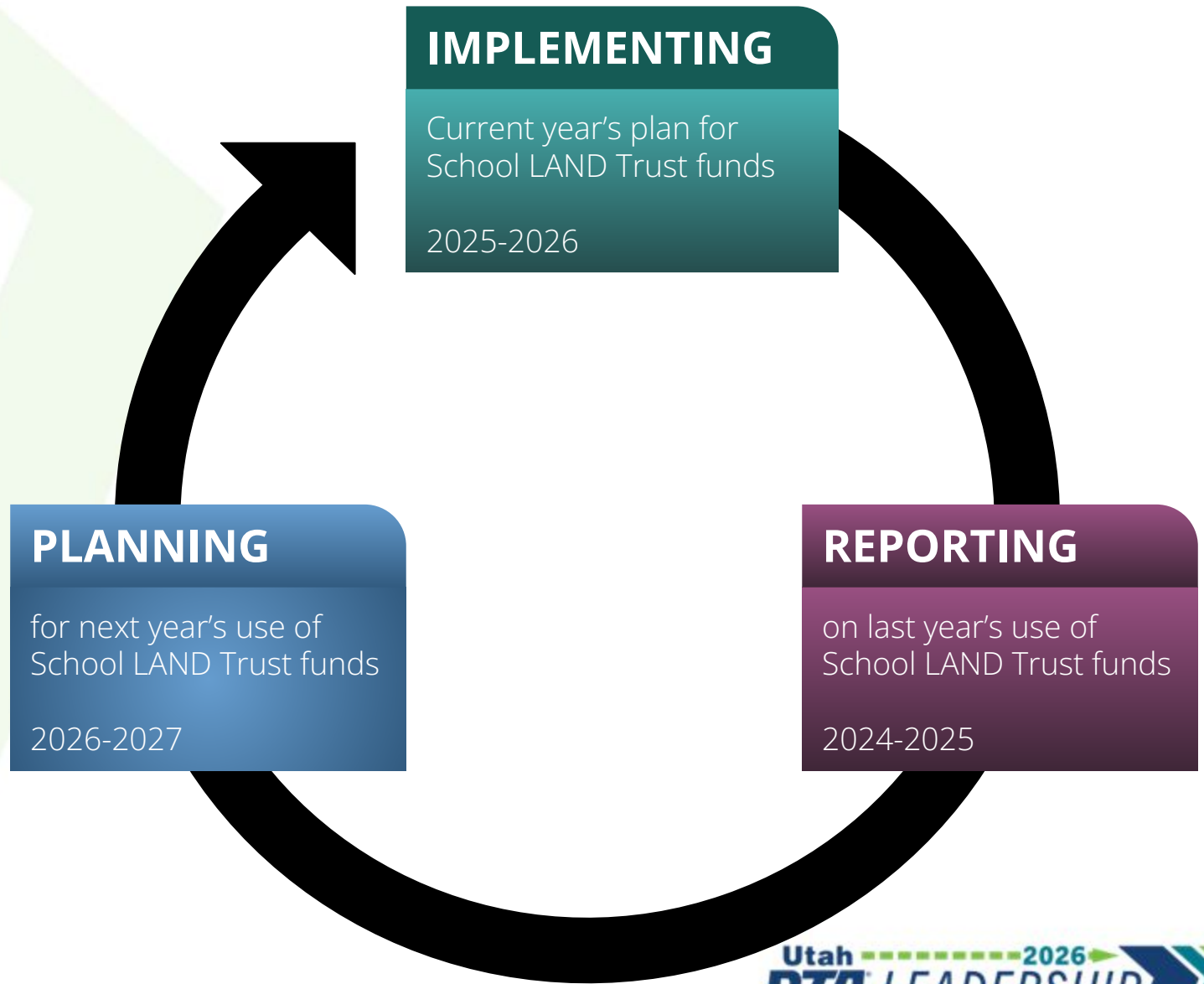
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Goal 1

Academic Area	
Criteria	Meets Criteria?
Any academic area selected is referenced in, or aligned, with the Goal Statement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The selected academic areas support the Teacher and Student Success Plan (TSSP) and/or the Local Governing Board's academic priorities for the upcoming year. <i>(The Board may choose to allow academic areas outside of these criteria if a school has demonstrated progress or proficiency in those specific areas.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Each academic area selected has a corresponding measurement tool , along with available benchmark and target data , detailed in the "Measurement" section. <i>If this isn't present, have the Principal unselect the unmeasured academic area(s).</i> Example: If the goal is to increase math scores, select "Mathematics" as the academic area and reference the relevant data (test scores, benchmark, and target data) in the Measurements section. For example, a school might fund an art teacher to teach math through geometric design, but "Fine Arts" should not be selected because it is not the primary area being measured for the goal's success.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<div style="background-color: #e0e0e0; padding: 2px; border: 1px solid #ccc; font-size: 8px;"> Comments (Remember to upload these to the SLT Reporting Website) </div>	

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During a single school year, 3 years of the School LAND Trust program are being considered



Action Items

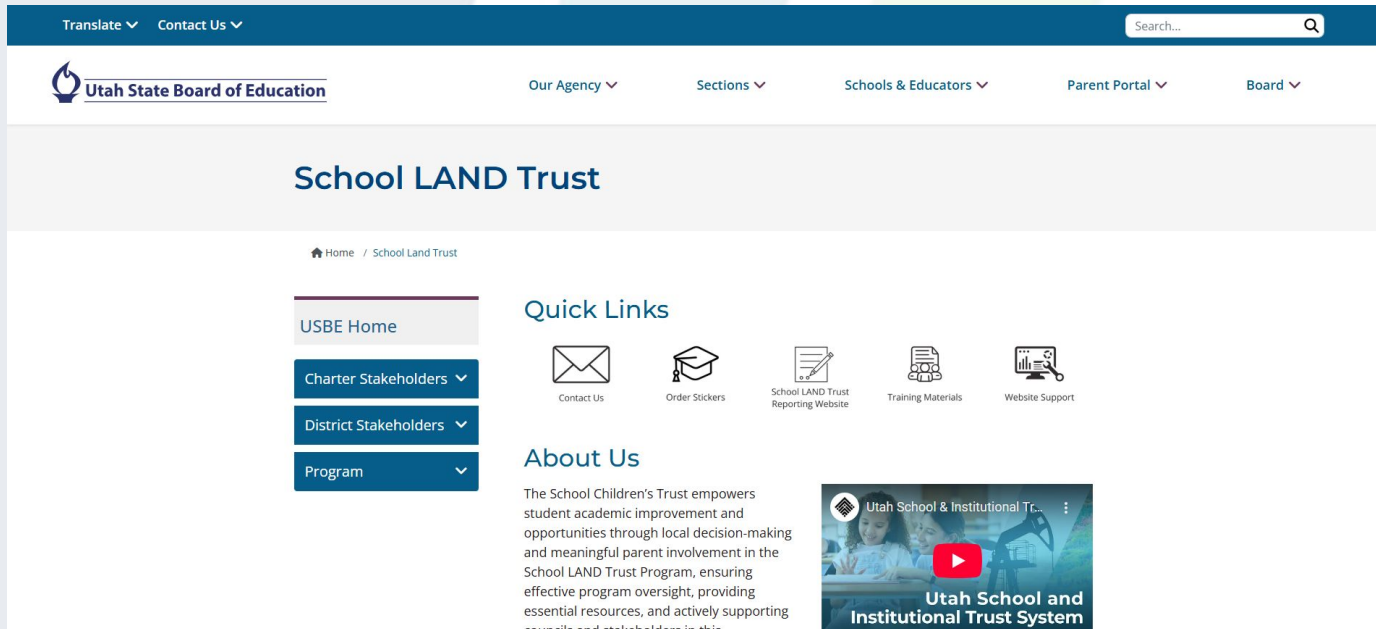
August - October

August	September	October
<p>Beginning of Month:</p> <p>Plan Required Annual Training</p> <ul style="list-style-type: none"> Following SCC elections, arrange for SCC training for the council's first meeting. Request training materials and resources from the USBE, and consider asking the Training Specialist for on-site support. Arrange for annual training of the District School Board in preparation for local program oversight and for review of SLT plans. <p>Assist New Schools</p> <ul style="list-style-type: none"> Help new schools meet the November 1 deadline (to receive current year funds) by facilitating elections with staggered council seating and creation of current year SLT plan. Also, set a placeholder on the Sept. or Oct. board agenda for current year SLT Plan review. In their first year, new schools will create a current and upcoming year SLT Plan. 	<p>Beginning of Month:</p> <p>Send Principal Reminders</p> <ul style="list-style-type: none"> Remind principals and SCCs to review and, if necessary, revise Rules of Order & Procedure at the first council meeting. This document contains information on elections and conducting business. Remind principals to complete fall requirements by October 20: <ul style="list-style-type: none"> Council Membership Form Principal Assurance Form Website Posting Requirements Council Exemption Form Council Membership Form with Exemption <p>Set Deadlines</p> <ul style="list-style-type: none"> Set deadlines for principals in the SLT reporting website to complete Final Reports for and Upcoming Plans, factoring in time for LEA reviews prior to USBE deadlines. 	<p>October 1:</p> <p>Reallocate Current Year Funds</p> <ul style="list-style-type: none"> Last day to reallocate current year's SLT funds (for things like enrollment or boundary changes) and to notify principals of their final SLT budget amount for the year. Request a reallocation form from the USBE. If a reallocation changes a school's ability to implement their plan, the council should submit a Plan Amendment. <p>October 20:</p> <p>Receive and Begin District Review of Fall Requirements</p> <ul style="list-style-type: none"> Each school's Council Membership Form, Principal Assurance Form, and Website Posting Requirements is due. Follow up with schools with missing items and review forms/websites for compliance. The district will certify this review took place when submitting the District Assurance Form in the spring.

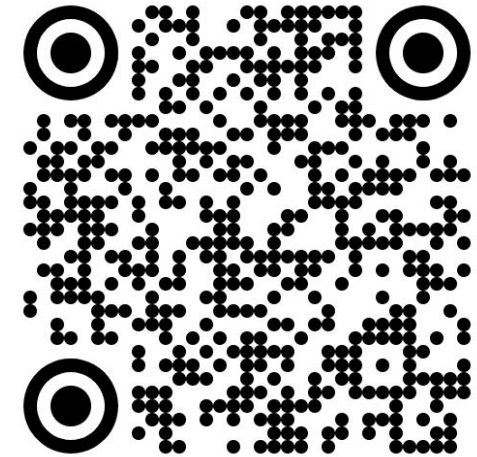
November - January

November	December	January
<p>November 1:</p> <p>Submit New Schools Plans to USBE for Review</p> <ul style="list-style-type: none"> Ensure requirements for new schools are complete (<i>current year SLT Plan, fall requirements, and a Council Signature Page</i>). Submit to USBE for review in the SLT Reporting Website following board approval. LEA Review Guide for Plans/Amendments <p>Throughout the Month:</p> <p>Help Schools Complete Missing Requirements</p> <ul style="list-style-type: none"> Continue to work with schools to ensure all missing fall requirements are completed and that all are in full compliance. USBE will send a <i>Missing Items Report</i> to confirm the status of the fall requirements. As the district will have already started LEA review of these items, this list should already be known to you. 	<p>Beginning of Month:</p> <p>Send Principal Reminders</p> <ul style="list-style-type: none"> Remind principals and SCCs to check SLT budgets and spending. If they are predicting a carry-over, they need to submit a Plan Amendment. Councils should check their SLT budgets and spending throughout the school year at each council meeting and address underspending early on with a current year Plan Amendment to avoid carry-over issues later in the year. LEA Review Guide for Plans/Amendments <p>End of Month:</p> <p>Prepare Council Signature Form Template for SCCs</p> <ul style="list-style-type: none"> Ensure the district has a Council Signature Form available for principals to present to councils at their spring meeting when they approve the upcoming year's SLT Plan. Remind principals to retain completed forms for 3 years. 	<p>Beginning of Month:</p> <p>Request Spot on Board Agenda</p> <ul style="list-style-type: none"> Arrange for the District School Board to receive a report on prior year SLT Plan implementation by March 1. <p>January 15:</p> <p>Send Principal Reminders</p> <ul style="list-style-type: none"> Final Reports available to principals. Remind them to use accounting records to ensure funds were spent according to the plan. Reports must be approved by the District Admin prior to March 1. LEA Review Guide for Final Reports <p>End of Month</p> <p>Get Next Year Projections</p> <ul style="list-style-type: none"> USBE sends next year's SLT projections. Share with SCCs and notify USBE of next year opening or closing schools. Request and complete a Reallocation Form ASAP, but no later than October 1.

Updated SLT Informational Website



Scan for more program info



Contact Information

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