

# School Community and Trust Land Council Training November 2023

School LAND Trust



Utah State  
Board of  
Education

School  
LAND  
Trust

# School Children's Trust Section

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# Topics

1

Trust System Overview and Distribution

2

School Community and Trust Land Council Information

- Council Members
- Council Organization
- Elections
- Council Responsibilities
- Rules of Order and Procedure
- Council Meeting Notices, Agendas, Minutes

3

School LAND Trust Plans





# Trust System Overview and Distribution

# Trust System Overview



# School LAND Trust Distribution to Public Schools

95%

District Schools

Charter Schools

Utah Schools for the Deaf and Blind



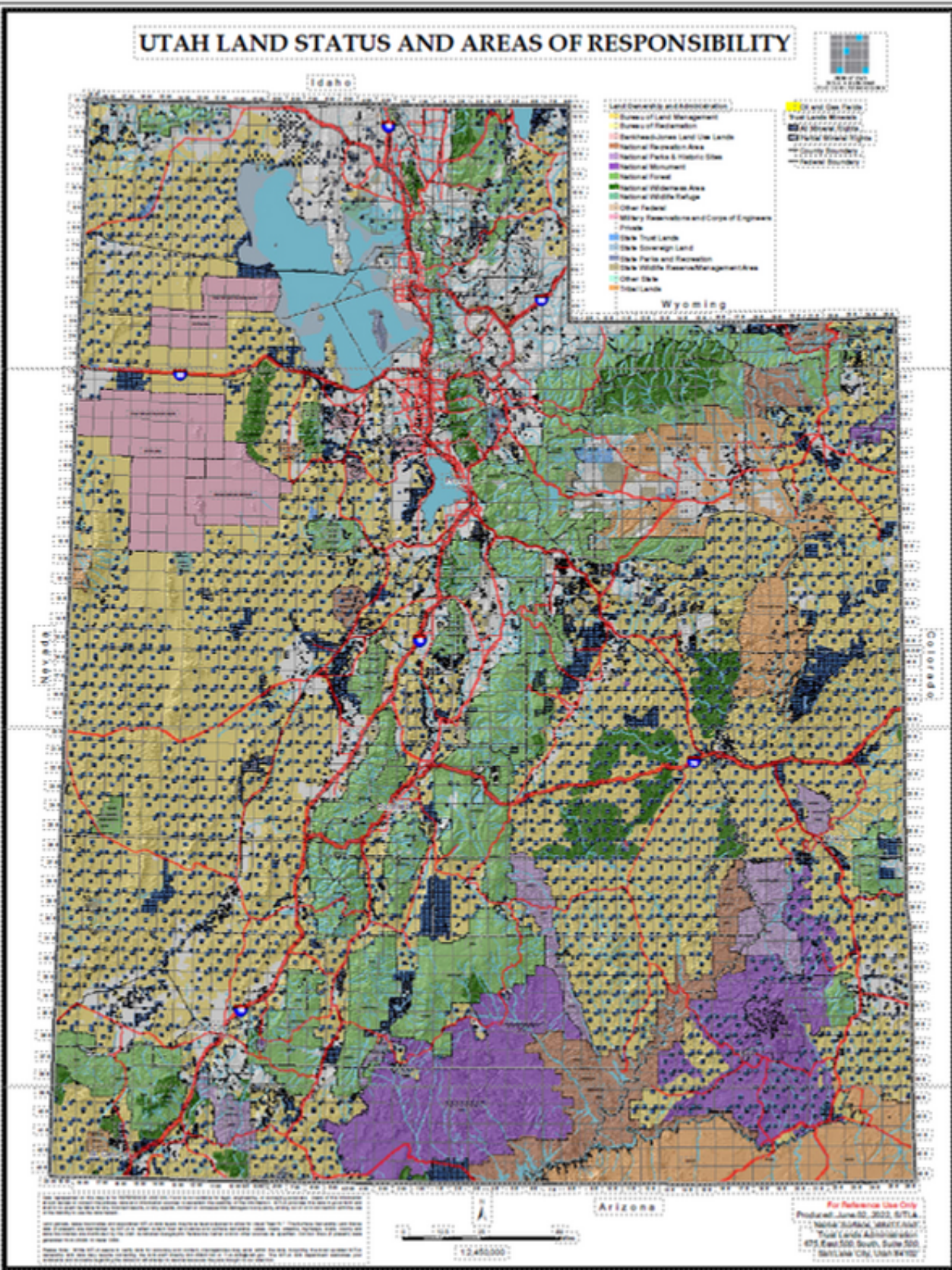
# School LAND Trust Permanent Fund and Distribution

**Over \$3 Billion**

Permanent Fund

**\$101,803,346.85**

Public School Distribution SY24

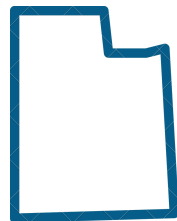


# School LAND Trust Permanent Fund and Distribution

## Statewide Average Per Pupil

Total Distribution amount divided by statewide enrollment

\$150.27 per pupil



## USDB

Statewide average per pupil multiplied by USDB enrollment

\$47,785.62 total



## Charter Schools Total Distribution

Based on all Charter School student enrollment and multiplied by the statewide average per pupil.

\$11,835,354.92 Charter Distribution Total

Schools receive per pupil amount multiplied by enrollment, with a minimum base amount

## Districts Total Distribution

Based on all district school student enrollment and multiplied by the statewide average per pupil.

\$89,920,206.31 District Distribution Total

10% of the District Total is divided as a base amongst the 41 districts.

90% is allocated proportionally by District Enrollment.







# School Community and Trust Land Council Information



# What are School Community and Trust Land Councils?

- Committee of Parents, Teachers and School Leaders
- Locally elected parent representatives and Parent Chair
- Meet throughout the school year to discuss and advise on issues specific to the local school
- Required by law

# Why School Community and Trust Land Councils?



Improve education through collaboration and evidence-based decision making.

Involve families in decision making at the local level.



Prudently spend and increase awareness of the School Trust Distribution.

# Involve families in decision making at the local level

## School Safety



Programs and resources that strengthen a safe and wholesome learning environment.

## Digital Citizenship



Empower students and parents to make smart digital choices.

## School-specific Issues



Any issues specific to the local school.

## School LAND Trust Plan



Creating and following up on yearly plans.





# District School Community Council Members

Parents-

- Terms are 2 years
  - Staggered terms are required by law
- There are no term limits
- If your child leaves the school or graduates, you may serve out the remainder of your term
- If your child is entering a new school, you may serve the first year of your term before they enroll

**Every school is required to have a Council with a two-parent majority.**



# District School Community Council Members

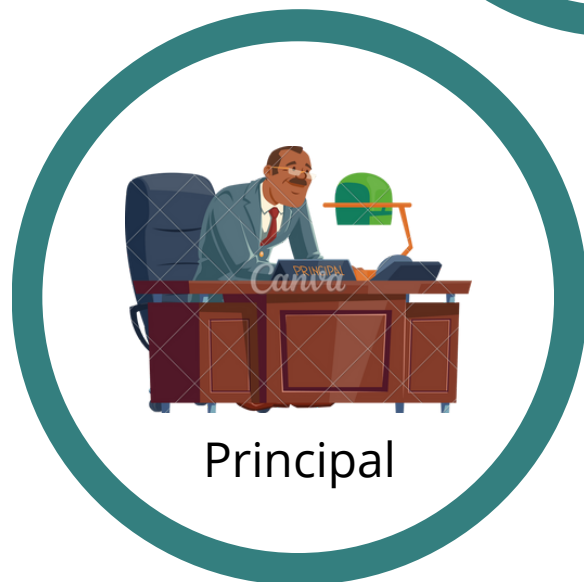
- School Employees- must be employed at the school and elected by other employees
- School Principal- serves and is not elected
  - Oversee elections
  - Enter Council Membership on the School LAND Trust Program Website
  - Enter and electronically sign on the School LAND Trust Program website a Principal's Assurance affirming:
    - The school community council's election
    - Unfilled positions were filled by appointment
  - The school community council's bylaws or procedures comply with Code and Rule

# District School Community Council Organization



High Schools require 10 members (unless otherwise outlined in the Rules of Order and Procedure)

Parent members must exceed the number of employees by at least two members in all schools.

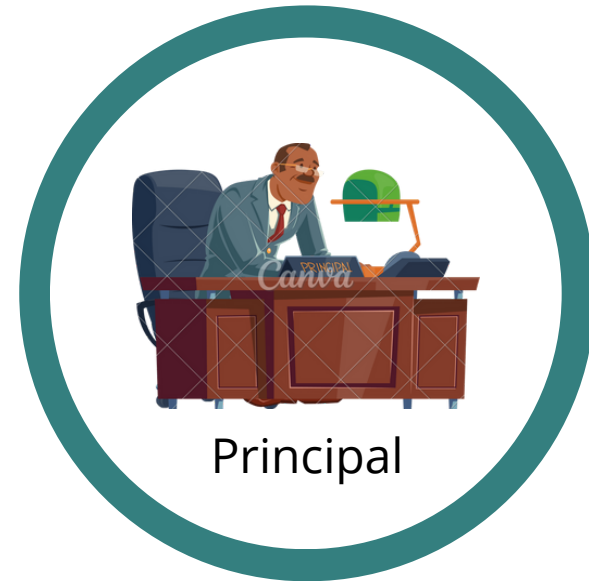


# District School Community Council Organization



All other schools require 6 members (unless otherwise outlined in the Rules of Order and Procedure)

Parent members must exceed the number of employees by at least two members in all schools.



Principal



School Employee



Parent/Guardian members



Parent/Guardian members



Parent/Guardian members



Parent/Guardian members



# Districts- Planning for and holding elections



## MUST BE IN RULES OF ORDER AND PROCEDURE

- The district sets the election schedule
  - Spring- must be completed before the last week of the school year
  - Fall- needs to take place near the beginning of the school year
- Elections take place at the school, unless electronic elections have been established by the district
  - If allowed, the school or school district shall clearly explain on its website the opportunity to vote electronically

# Districts- Planning for and holding elections



- Elections
  - Notice must be given at least 10 days prior to the election
    - Date and Time
    - Open positions and how to file
  - Secret ballot
  - Principal oversees
  - Results available on request
- After elections, the entire council elects its officers each year
  - Parent Member Chair
  - Parent or Employee Vice Chair
  - Principals do not serve as officers



# Charter Trust Land Council Members

**Every charter school is required to have a Charter Trust Land Council with a two-parent/grandparent majority.**

- A charter school may choose to use its Governing Board as the Charter Trust Land Council if the governing board has a two-person majority of parents/grandparents.
- If the Governing Board does not meet the requirements of a council, or if the board chooses not to serve as the Charter Trust Land Council, a board determines election procedures for an elected council.
  - A council could be two elected parents, it may include community members or business partners, and may or may not include staff and administration.
  - A charter board determines the election process and membership.



# Council Organization

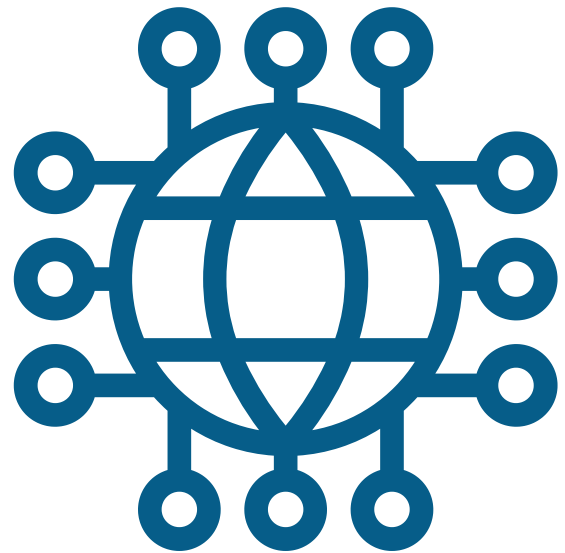
- Only elected council members can vote during meetings
- Ad-hoc (non-voting) members might include:
  - Other Administrators
  - PTA Representative
  - Counselors
  - Social Workers



# Council Chair Responsibilities

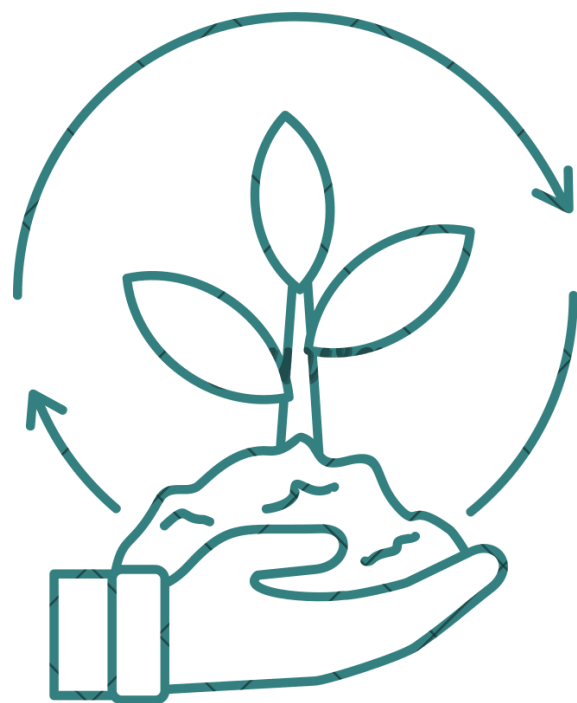
- Sets agenda
- Conducts meetings and keeps written minutes
- Informs council members about resources on School LAND Trust website
- Welcomes and encourages public participation
- Uses yearly timeline
- Brings Rules of Order and Procedure for review and adoption
- Uses the council members- delegates





# Council Responsibilities

- Adopting Rules of Order and Procedure (Bylaws)
- Advise and make recommendations on:
  - The school and its programs
  - School district or charter programs
  - Child access routing plan commonly known as a **Safe Walking Route** (only required for elementary and middle schools)
  - Student Safety, including safe technology usage
  - Other issues relating to the community environment for students
- School LAND Trust Plan



# Rules of Order and Procedure (Bylaws)

- A set of policies that govern and prescribe in a public meeting:
  - parliamentary order and procedure
  - ethical behavior, and
  - civil discourse
- Rules of Order and Procedure need to be reviewed and adopted yearly
- Meetings are to be conducted in accordance with the Rules of Order and Procedure
- Rules of Order and Procedure must be made available to the public
  - at each council meeting
  - on the school's website



# District Rules of Order and Procedure: Required Sections



- Election process
- Explicitly state the exact number of seats of the community council for all members.
  - The language of "up to, limited to, at least, etc." is not allowable.
    - For High Schools, it should read "There will be 6 parent members and 4 school employee members."
    - All other schools will read "There will be 4 parent members and 2 school employee members."

★ A vote may be held to change the number of council member seats.

! All councils **MUST** have a two-parent majority.



# District Required Sections:

- How terms are staggered
- A statement of how many positions are open in odd and even years to ensure half of the seats are open each year
- Election process of Chair and Vice Chair
- Reporting process for conflicts of interest
- ★ • Removal of members who move away or fails to attend meetings regularly



The Rules of Order and Procedure must be posted on the school website.

# District Suggested Sections:

- Public Comment
- Agenda Items
- Tie-Votes
- Electronic Meetings
  - Consistent with the policy of the Local School Board
  - Must be in accordance with 53G-7-1203
- Consider challenges that might be encountered and how to address them.

 Please note that email voting, of any kind, is not allowed.

# School Website Requirements

\*It is suggested a Google Doc or other application that allows anyone with the link to view, and allows a few individuals (a designated council member/administrative staff) to enter minutes, edit, and save final copies to provide

At least one week before each school community council meeting:\*

- Notice of time, place, and date of the meeting
- Meeting agenda
- Draft minutes of the previous meeting

Council Meeting Agendas should include:\*

- Notice to the public of the topics that will be considered at the meeting with each topic listed under an agenda item for the meeting.
- Items to be voted on must be identified as an action item.



# School Website Requirements

\*It is suggested a Google Doc or other application that allows anyone with the link to view, and allows a few individuals (a designated council member/administrative staff) to enter minutes, edit, and save final copies to provide

Written minutes of a council meeting should include:\*

## MUST BE KEPT FOR THREE YEARS

- Date, time, and place of the meeting
- Names of the members present and absent
- A brief statement of the matters proposed, discussed or decided
- A record, by individual member, of each vote taken
- The name of each person who:
  - Is not a member of the council, and
    - After being recognized by the chair, provided testimony or comments to the council
    - The substance, in brief, of the testimony or comments to the council provided to the council
- Any other information that is a record of the proceedings of the meeting that any member requests be entered into the minutes





# School LAND Trust Plans

# Plan Dates

2023-2024 School Year				
Current Plan	Council Membership	Principal Assurance	Final Report	Upcoming Plan
2023-2024	2023-2024	2023-2024	2022-2023	2024-2025



Website Requirements



Implementing the Current Plan



Final Reports for the 2022-2023 SY need to be submitted and approved by February or March 1st, depending on the Charter Trust Land Council type and District due date.



Upcoming Plans for SY 2024-2025 need to be submitted and approved before April 1st for Charter Schools and May 15th for District Schools.

# Plan Approval Process



1. Council members create and approve the School LAND Trust Plan.



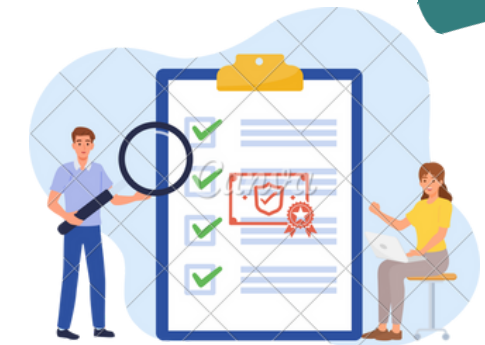
2. Each Local School or Governing Board approves the plans for the school. When plans are reviewed, a council signature sheet is included from each school.



Council signature sheets need to be retained for 3 years.



3. An LEA individual reviews and approves each school's plan online.



4. The School Children's Trust Section does the final review and finalization.\*

\*If a plan is rejected, it is sent back to the Charter Authorizer who notifies the school of edits.

\*\*If there is a substantive change, the plan will go back to the Council and Governing Board (for approval).

# Appropriate Use of School LAND Trust Program Funds

## **R277-477-4. Appropriate Use of School LAND Trust Program Funds.**

(1) Parents, teachers, and the principal, in collaboration with an approving entity, shall review school wide assessment data annually and use School LAND Trust program funds in data-driven and evidence-based ways to improve educational outcomes, consistent with the academic goals of the school's teacher and student success plan framework under Section 53G-7-1304 and the priorities of the LEA governing board, including:

(a) strategies that are measurable and show academic outcomes with multi-tiered systems of support; and

(b) counselors and educators working with students and families on academic and behavioral issues when a direct impact on academic achievement can be measured.

(2) A school's School LAND Trust program expenditures shall have a direct impact on the instruction of students in the particular school's areas of most critical academic need and consistent with the academic priorities of the LEA's governing board:





# Appropriate Use of School LAND Trust Program Funds

(4) A school that demonstrates appropriate progress and achievement consistent with the academic priorities of the LEA governing board outlined in Subsection (2) may request local board approval of a plan to address other academic goals if the plan includes:

- (a) how the goal is in accordance with the core standards established in Rule R277-700;
- (b) how the action plan for the goal is:
  - (i) data-driven;
  - (ii) evidence-based; and
  - (iii) has a direct impact on the instruction of students consistent with Subsections (1) and (2);
- (c) the data driving the decision to spend School LAND Trust funds for academic needs outlined in this Subsection (4);

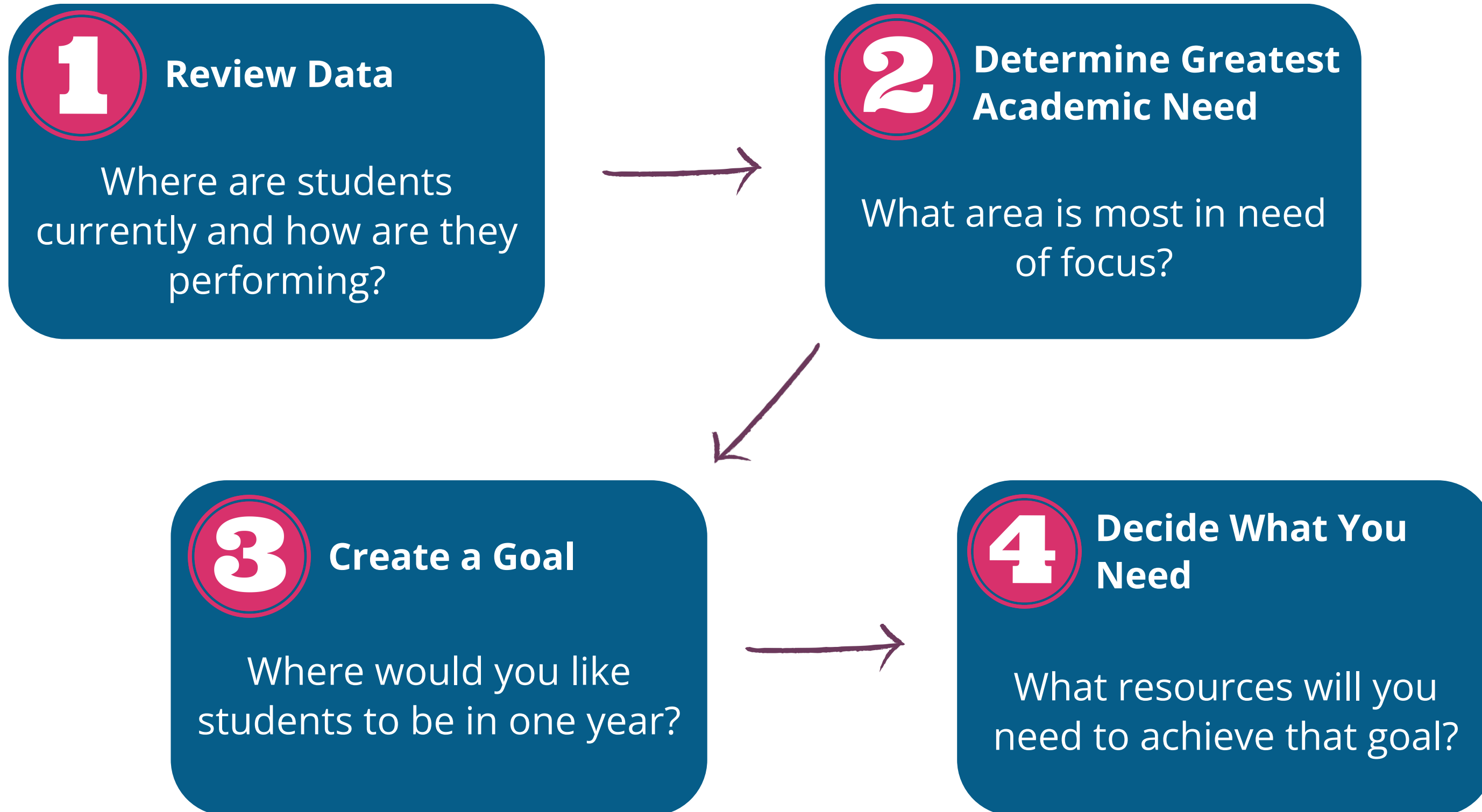
and

- (d) the anticipated data source the school will use to measure progress.

(6) A school district or local school board may not require a council or school to spend the school's School LAND Trust program funds on a specific use or set of uses.



# Creation of the Annual School LAND Trust Plan



# Appropriate Academic Areas

## First Consideration for Elementary Schools

### Mathematics



### Science



### English/Language Arts



# Appropriate Academic Areas

## First Consideration for Secondary Schools

College and Career  
Readiness



Graduation Rate



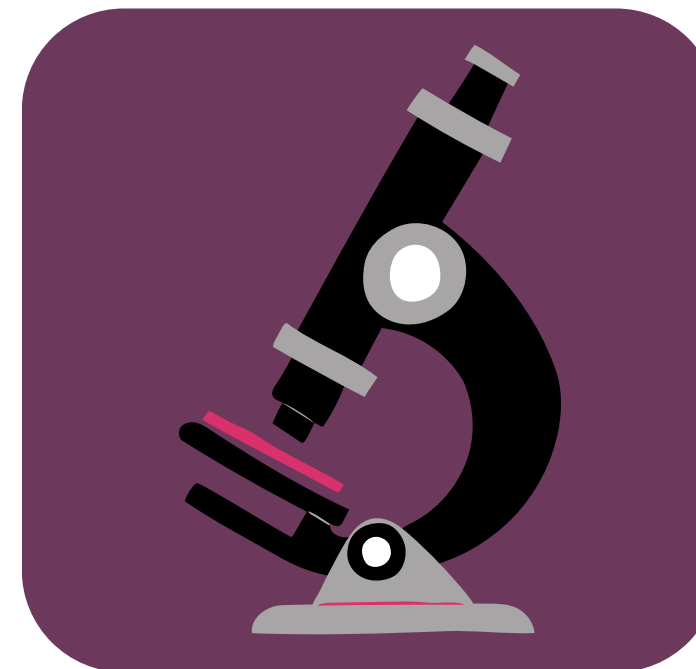
English/Language Arts



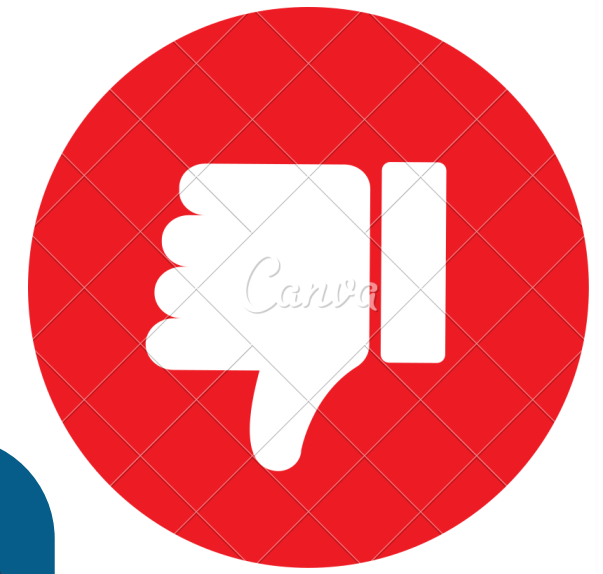
Mathematics



Science



# Unallowable Expenses



Costs related to district or school administration, including accreditation



Construction



Maintenance



Facilities



Overhead



Furniture



Security



Athletics

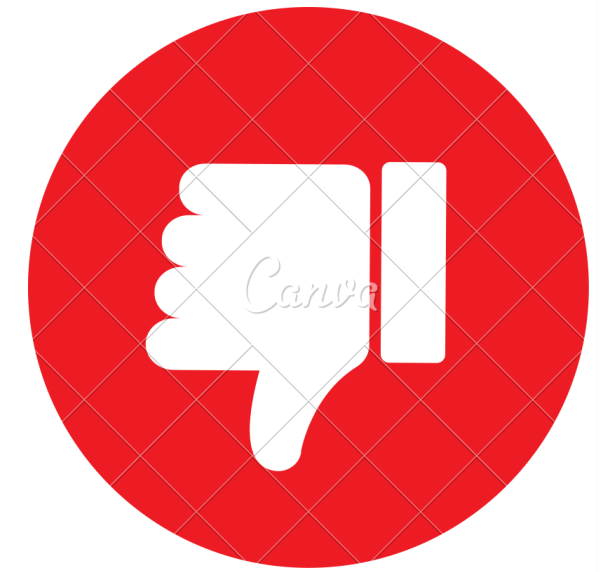


Expenses for non-academic in-school, co-curricular, or extracurricular activities

\*Cost of doing business that is not the direct instruction of students (office staff, office equipment, printers)

# Unallowable Expenses

For SY 23-24 unallowable expenses that were found to be an issue were:



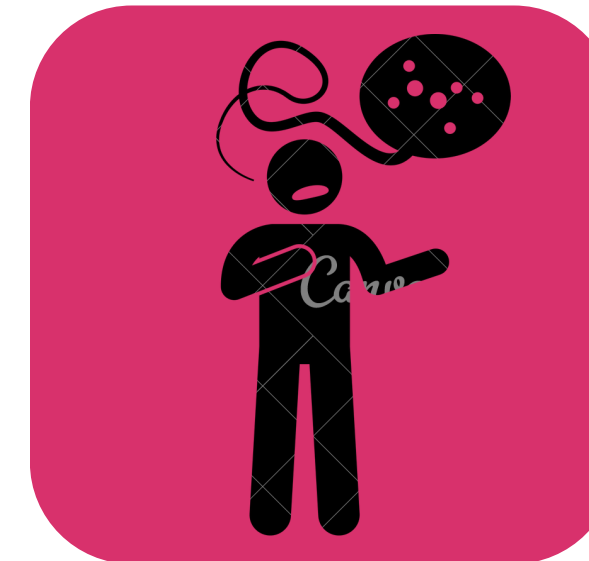
**Non-capped incentives**

**R277-477-4(7)  
\$2 per student per plan**



**Mini-grants**

**School LAND Trust Plans  
require SCC, Board, LEA, and  
SCT approval.**



**Not being specific with  
expenditures or not tying  
the expenditures back to a  
goal.**

# Goal Requirements



## DATA

What do you already know about the students?

## MEASUREMENT

How will you know they did it?

## EXPENDITURES

What do you need to make it happen?

## THE GOAL

What do you want students to do?

## ACTION STEPS

How will they get from here to there?

\*Being specific in expenditures and action steps leaves no doubt if the items are in accordance with Code and Rule.



# Goal Example- Elementary



## State Goal

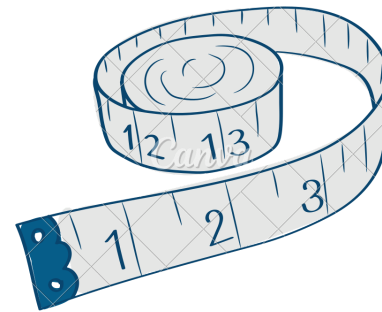
65% of K-2 students will read on grade level at the end of the school year.

## Academic Area

English/Language Arts

## Measurements

Acadience Assessments will be done 3x a year.



## \*Action Plan Steps and Expenditures

- 1- Hire a teacher for full-day Kindergarten to decrease class sizes (\$40,000).
- 2- Hire instructional aides for reading groups (\$15,000).
- 3- Purchase Chromebooks for student access to reading software (Lexia) (\$20,000).
- 4- Hire a teacher for an interdisciplinary reading unit taught through art (\$35,000).
- 5- Purchase supplies for teaching reading through art (canvas, paint, Intro to Art History books) (\$5,800).

\*Being specific in expenditures and action steps leaves no doubt if the items are in accordance with Code and Rule.



# Goal Example- Elementary

## \*Action Plan Steps and Expenditures

- 1- Hire a teacher for full-day Kindergarten to decrease class sizes (\$40,000).
- 2- Hire instructional aides for reading groups (\$15,000).
- 3- Purchase Chromebooks for student access to reading software (Lexia) (\$20,000).
- 4- Hire a teacher for an interdisciplinary reading until taught through art (\$35,000).
- 5- Purchase supplies for teaching reading through art (canvas, paint, Intro to Art History books) (\$5,800).

Category	Description	Estimated Cost
Salaries and Benefits	Steps 1, 2, & 4	\$90,000
Technology	Step 3	\$20,000
Expendable Items	Step 5	\$5,800
Total:		\$115,800

\*Being specific in expenditures and action steps leaves no doubt if the items are in accordance with Code and Rule.

# Goal Example- Secondary



## State Goal

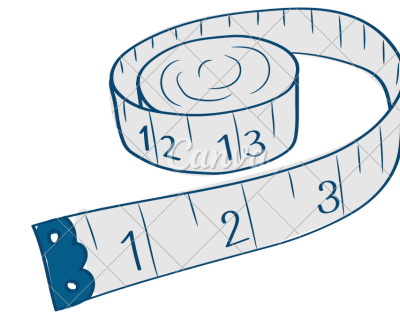
The number of students not on track to graduate at the beginning of the school will decrease by 3% by the end of the school year.

## Academic Area

Graduation Rate Increase

## Measurements

- 1- Compare the total number of failing grades and credits earned to last year's data.
- 2- Track student success at the end of each quarter.
- 3- Compare end-of-year assessment data to last year's data.



## \*Action Plan Steps and Expenditures

- 1- Reduce the number of students in classes by hiring and retaining teachers, technicians, and support staff to improve student access to additional support and credit recovery (\$128,000).
- 2- Provide students with access to instructional technology and curriculum (\$25,000).
- 3- Provide summer training and collaboration time for teachers of departments to create key learning objectives, assessments, and intervention plans (\$7,000).



# Goal Example- Elementary

## \*Action Plan Steps and Expenditures

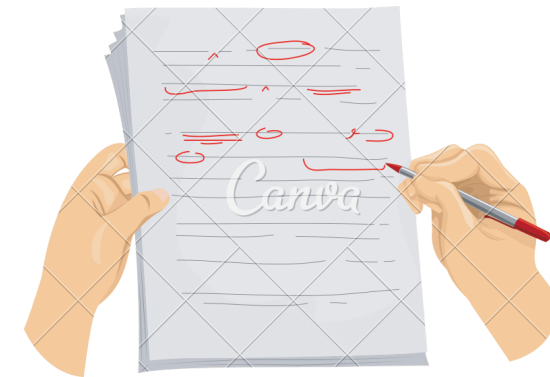
- 1- Reduce the number of students in classes by hiring and retaining teachers, technicians, and support staff to improve student access to additional support and credit recovery (\$128,000).
- 2- Provide students with access to instructional technology and curriculum (\$25,000).
- 3- Provide summer training and collaboration time for teachers of departments to create key learning objectives, assessments, and intervention plans (\$7,000).

Category	Description	Estimated Cost
Salaries and Benefits	Step 1	\$128,000
Technology	Step 2	\$25,000
Professional Development	Step 3	\$7,000
Total:		\$160,000

\*Being specific in expenditures and action steps leaves no doubt if the items are in accordance with Code and Rule.

# Funding Carry-over

Corrective action may be taken to remedy excessive carry-over balances (R277-477-6(3)(c) of 10% for 3 consecutive years.



## **Saving funds for the next school year is unallowable.**

- The council members have the autonomy to create a new School LAND Trust Plan each year with different goals.
- Council Members cannot be influenced or told what goals to have for the School LAND Trust Plan.
- Causes inequity of opportunities for current students and favors future students.



# School LAND Trust Plan Amendments

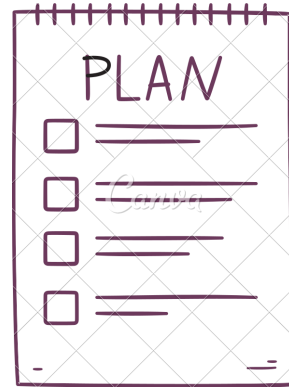
- Not all plans need amendments
- An amendment **ALWAYS** needs to be submitted for a new goal or a new spending category

## Example of Plan Amendments

- A change in a current goal
- Creation of a new goal
- Significant changes in spending in a category
- Moving spending from one category to another within an existing goal
  - i.e. Salaries and benefits expenditure changes to an expenditure of books & technology
- Spending is moved between goals



# Amendment Approval Process

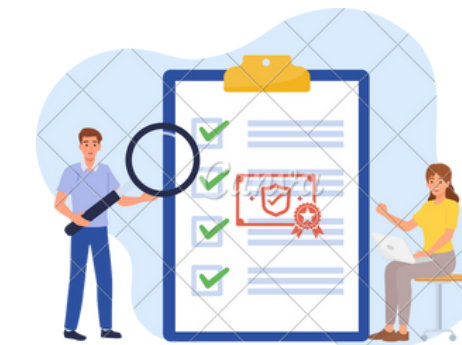


1. Council members create and approve the Amendment.  
**Notes must be taken by name, of those who vote for or against, and those that are absent.**



2. The Local School or Governing Board approves the amendment.

3. An LEA individual reviews and approves the amendment online.



4. The School Children's Trust Section does the final review and finalization.

**Once the amendment has been approved by all levels, the school may spend the funds as approved.**

# Thank you for supporting the School LAND Trust Program

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