



SCC Training 2015  
ALL MEMBERS

# Granite District Board of Education

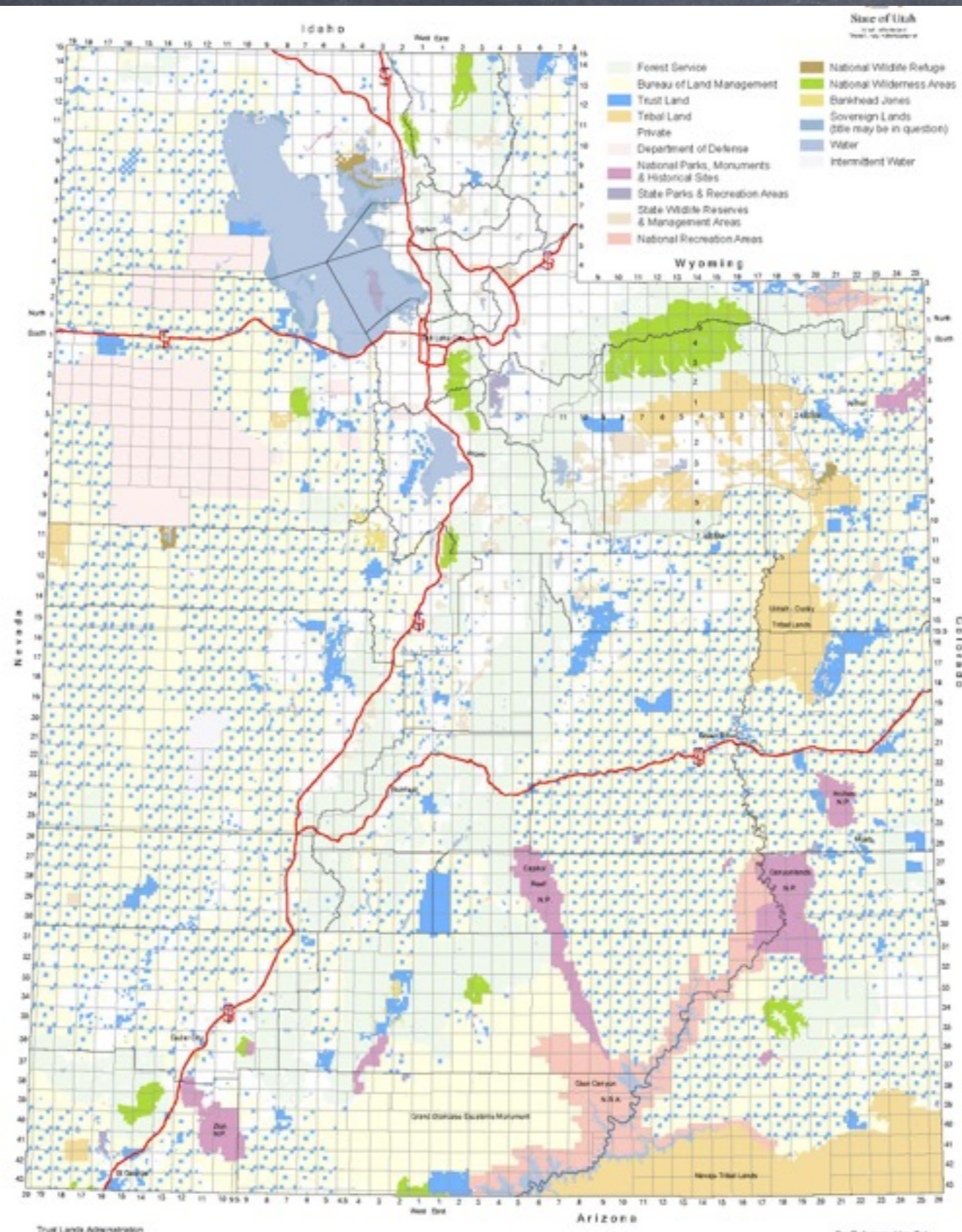


- Comprised of 7 members serving 4-year terms. Elected by geographical precincts throughout the district. Holds meetings on the 1<sup>st</sup> Tuesday with a study session on the 3<sup>rd</sup> Tuesday (as needed). Acts as a board of directors.
- Policy-making authority
- Authority regarding administrative and school organization
- Taxing entity
- Approve ALL LAND Trust Plans

# Lands Held in Trust

- Utah Schools own millions of acres throughout Utah that are used to support schools.
- SITLA manages these lands to create revenue for Utah schools.
- The revenue is invested by the state treasurer.
- The dividends are distributed to local schools.
- SCCs develop plans to use the funds to improve academic performance at your school.
- Granite District received almost \$4 million for this school year (High School - \$65k, Junior High - \$45k, Elem - \$35k)

# Lands Held in Trust



# Open Meetings



- Meetings are open to the public
- Meeting schedule and roster w/contact info out to patrons at least 6 weeks after school has started and on website
- Agenda with date, time, location and minutes from previous meeting
- Must adopt rules and procedures for conducting meetings\*
- Quorum must be present and roll call votes must be recorded in minutes
- Voting should be conducted in the meeting and the principal CAN vote!
- It must be listed on the agenda in order take action (vote)

# Developing the Plan

- Evaluate assessment data
- Identify critical academic needs
- Recommend action
- Write steps for implementation



# Assessing Data



"I never guess. It is a capital mistake to theorize before one has data. Insensibly one begins to twist facts to suit theories, instead of theories to suit facts."—Sir Arthur Conan Doyle

# School LAND Trust Plan (sub-set of the SSAP)



You have already assessed academic needs and identified priorities in preparing your SSAP. Now you select goals in which you will focus funds.

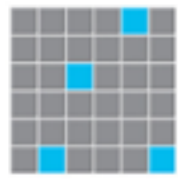
## GET STARTED BY:

- Selecting a Goal
- Needs to be S.M.A.R.T



# BE SMART IN YOUR GOALS!!





State of Utah  
School & Institutional  
Trust Lands Administration

# LAND Trust Funds \$\$

- Decide how much \$\$\$ for implementation
- Create a budget
- Do you have that much money?
- Is there a grant or matching funds or are business partners interested in being involved?
- KNOW what you can and cannot fund

# School LAND Trust Plan

- ...lastly
- Measure your progress
- Approve the Plan and Submit Online (Spring)
- Execute and share results
- Publicize your plan
- Remember, continued funding depends on policy makers being informed and supportive of how the money is used.
- And finally....submit your final report online in the fall after implementation.



# Show me the MONEY \$\$\$



- Not a safety net for declining enrollment
- LAND Trust funds should address the most pressing academic need
- Spend the money on your plan
- Plan to spend all of your money (No Carry-over)
- REVIEW EXPENDITURES AT EVERY MEETING

# Amending your plan



- Plans are written in the Spring
  - Try to write the plan considering all data and anticipate a larger distribution
  - Be specific to your goals and flexible to various solutions
- In the Fall, a more pressing academic need may arise that was not anticipated
- Process to amend a plan
  - SCC Meets and Approves (Action items must be on the agenda)
  - GSD allows school to amend plan on the web page (Vote is recorded)
  - GSD School Board must approve amendments
  - USOE approves amendments

# Other Plans



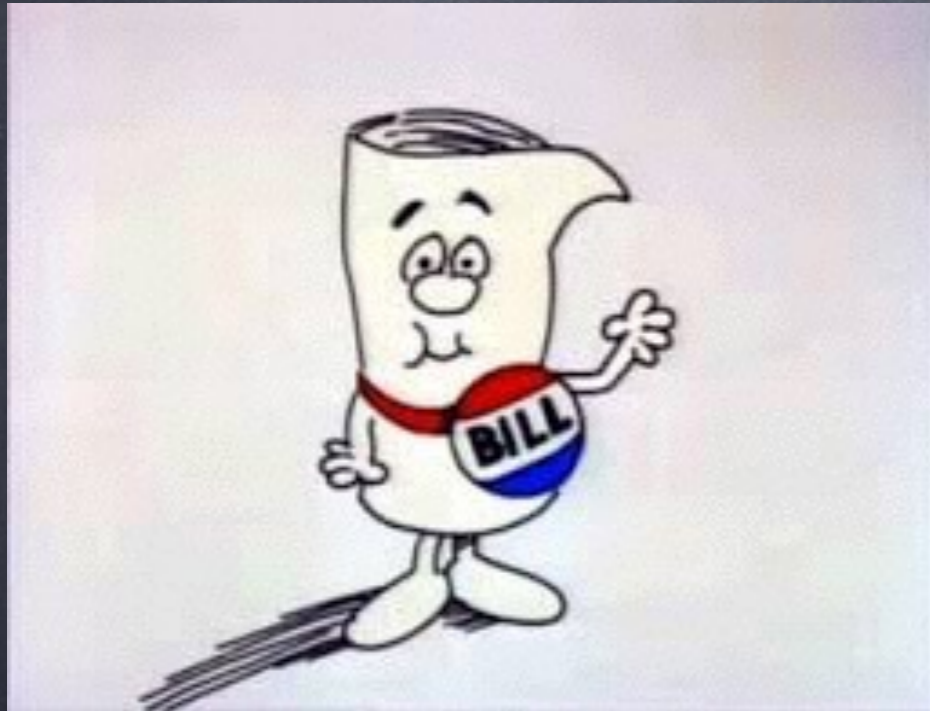
- Reading Achievement Plan
- Child Safe-walking Route (SNAP PLAN)
- Review Bullying Policies

# Website Requirements



- Names and contact info for members (email and phone)
- Proposed schedule for the year
- A LAND Trust Plan summary from the previous year (including accomplishments and how the money was spent)
- Info must be sent home as well
- Rules of Order and Procedures (adopted)
- Meeting minutes from the previous 3 years

# Legislative Changes



- SB 131 - Student Leadership Grants
- HB 213 - Digital Citizenship requirements





# State Audit

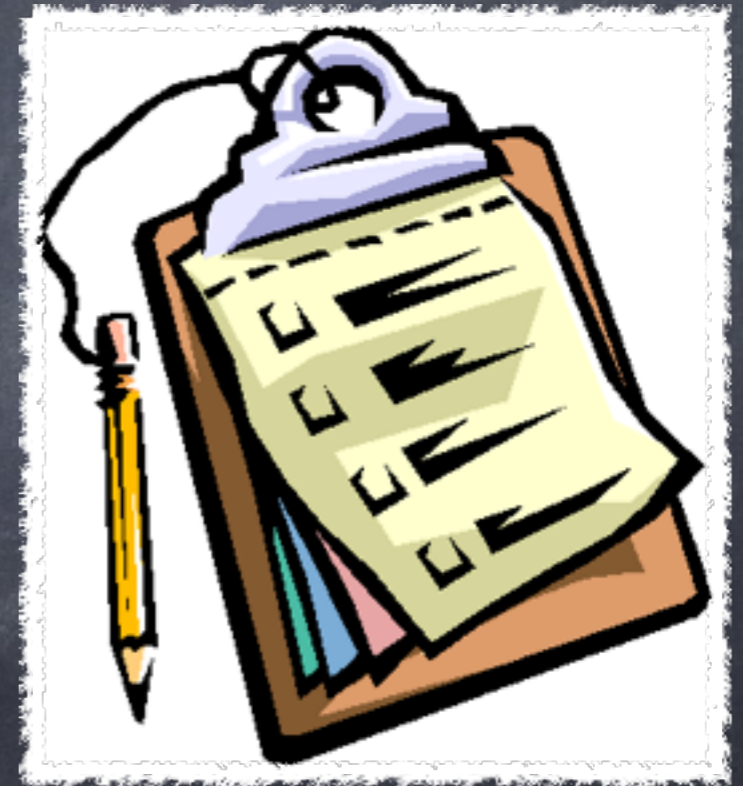
- Meeting minutes are insufficient and are not being posted online
- Double check your expenditures to make sure they meet statutory requirements
- NO CARRYOVER - our District had over 50% of the statewide carryover balance

# What does "Systemic" Parent Engagement Look Like?

- Parent engagement is infused into everything you do.
- Any strategies to solve any of the challenges at your school will include a parent engagement element.
- Parents are driving the discussion...AND SOLUTION.
- The parent engagement discussion is infused into all your systems, activities and programs.
- SCCs are the perfect place to address aligning parent engagement efforts with school goals!!

# Model Meeting

- Welcome and Minutes approval
- Principal's report (expenditures)
- Plan progress
- Other items



Questions and

Discussion

**Granite**  
**SCHOOL DISTRICT**



SCC Training 2014  
Chair/Vice-Chair



# Officer Responsibilities

- Officers should be elected at your first meeting of each council year (every year) and officer specific training is NOW required
  - Can elect a chair and vice-chair (Chair must be a parent member, vice-chair can be either)
- Principal may NOT serve as an officer although they are a voting member of the council
- Once your elections are complete and your officers elected, PLEASE SEND YOUR COMPLETED ROSTERS TO THE COMMUNICATIONS OFFICE.
- Please review the officer responsibilities at your first council meeting (as outlined on pages 17-18)

# Meeting Minutes

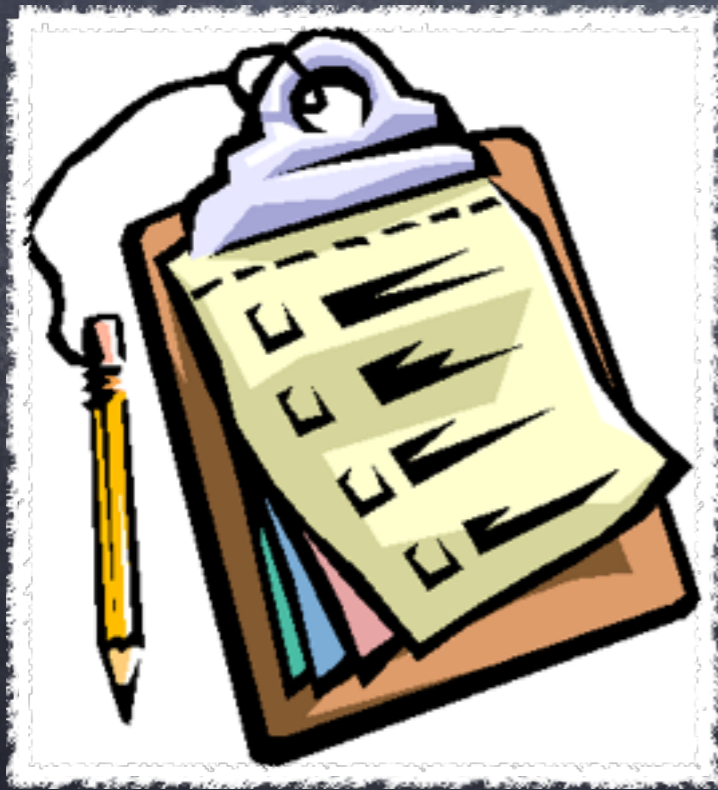


- Purpose of meeting along with date, time and location
- Attendees (including those who are visiting) - have a sign in sheet
- BRIEF summaries of discussion, motions and outcomes
- Assignments!!
- Take note of time - start and end times, length of discussion

## Other Tips-

Agendas (Items must be on the agenda in order to take action)

As such, develop a consistent and standard order of business



- Call to order
- Approval of minutes
- Reports
- New business



## Other Tips-

# Meeting Order and Procedures (see handout)

Must adopt rules of order and procedure to govern meetings (i.e. - parliamentary procedure, ethical behavior & civil discourse).

- Simple and consistent structure
- Clear
- Outline parameters of discussion
- How votes are taken
- Provides opportunities for everyone to participate (including visitors)
- Additional resources on [www.schoollandtrust.org](http://www.schoollandtrust.org)



Questions and

Discussion

**Granite**  
SCHOOL DISTRICT