

## August/Registration:

- Advertise elections by posting number of seats available, how to run for open seats and dates elections will happen (if this did not happen in spring).
- Conduct elections:
  - Elections are only needed if there are more people running for seats than there are available seats open.
  - Details:
    - Option 1; traditional paper ballot:
      - must be anonymous paper ballot;
      - secure ballot box in front office where parent ballots are placed;
      - front office will have a roster of eligible parents to vote and mark them off when they drop off a ballot;
      - results must be kept for three years, OR,
    - Option 2; electronic election
      - Susan Edwards/Jeff Murry will need your statement of open seats, names of candidates and very short bio of each candidate by August 20.
- Submit roster to [susan.edwards@canyonsdistrict.org](mailto:susan.edwards@canyonsdistrict.org) when complete

## August/September

Hold first meeting (may start in August, most will probably start in September)

- Organize SCC
  - Elect chair and vice chair; appoint a secretary who will take notes (may be an elected member of the body or a non-voting member who is asked to take notes)
  - Review Rules of Order and Procedure and/or Bylaws (should be posted on website). This year, almost all will require an update to their bylaws and we will discuss this in training
  - Set meeting schedule for the year and post on website.
  - Post roster on website with, at least, one form of contact for each member. CSD requires a “click on name” to get to contact info to help prevent phishing.
  - Review requirements for SCC open meeting requirements; no SCC meeting may be a closed meeting.

- Review school data that may have come in at end-of-year or over summer, previous year's plans and current year's plans
- **Website update** (will repeat each month you meet):
  - Pre-meeting (at least one week in advance) checklist:
    - Notice meeting time/date/place on school home page/calendar
    - Post agenda
    - Draft minutes from last meeting
  - Post-meeting checklist:
    - Update minutes to approved and add any information shared during this month's meeting.

## September/October

- **Attend district SCC training(s):**
  - SCC Training will be held yearly in the district office. This is for all SCC members.
- **September Meeting:**
  - Review last year's LAND Trust plan, whether goals were met, how money was spent. May write preliminary final report.
  - Review current year's plans: LAND Trust, TSSP, Safe Walking Routes, Positive Behavior Plan, School Safety and Digital Citizenship, Electronic Device Plan
  - Get a report on any school educational data that may have come in to inform this year's LAND Trust Plan implementation. Review expenditures for LAND Trust plan.
  - *Receive School Safety report and Digital Citizenship report from district and begin discussion – this year's plans are due in December.*
  - *Begin writing Safe Walking Routes (only elementary and middle) plans are due October 31.*
- Update website (guidelines in August/September) every time you meet

## October

- State deadlines:
  - Before October 20<sup>th</sup> deadline:
    - Submit membership form submitted on [School LAND Trust website](#); members & contact information updated on school website;
    - Submit Principal assurance  
<https://schoolandtrust.schools.utah.gov/login?redirect=%2Fhome>

- Assure meeting schedule for the year is on school website.
- Assure you are also adding your meetings in some other form of notice that is visible to the public (school calendar, front page of website...).
- Submit Principal Assurance on the [School LAND Trust website](#)
- Review current year's LAND Trust plan, data, expenditures, and review if spending is on course or if amendments are necessary.
- Finalize Safe Walking Routes reports – these are due October 31 on CSD Dashboard.
  - Remember this is the 2026-27 plan
- Update school website with current agenda/minutes/information from meeting.
- Web updates (as listed in August/September header)
- Office of Public Engagement and USBE performs separate compliance audits on websites.

## November

- Work on School Safety and Digital Safety plans – due before holiday break in December.
- Review current year's LAND Trust plan, data and expenditures and review if on course or if amendments are necessary.
- Pre-meeting and post-meeting website and notice checklists.

## December

- School Safety Plan and Digital Citizenship plans due no later than December 20.
- Review current year's LAND Trust plan, academic data and expenditures and review if on course or if amendments are necessary.
- Pre-meeting and post-meeting website and notice checklists.

## January/February

- Begin writing TSSP and LAND Trust plans for next school year.
  - TSSP will be worked on by school and goals/direction shared with SCC for input.
  - SCC will write and develop LAND Trust plan to address one or more academic goals from TSSP.

- Final report for previous year's plan due to be submitted by principal to School Performance by **end of January**.
- Assure SCC roster on website and state site is accurate, update [susan.burns@canyonsdistrict.org](mailto:susan.burns@canyonsdistrict.org) and [susan.edwards@canyonsdistrict.org](mailto:susan.edwards@canyonsdistrict.org) with any changes.
- Review current year's LAND Trust plan, data, expenditures, and review if on course or if amendments are necessary.
- Amendments, if it requires a change in purchasing, need to be submitted no later than March. All purchases for this fiscal year need to happen prior to end of March.
- Pre-meeting and post-meeting website updates.

## March

- **March 3:** Board of Education approval of final reports on prior year school plan implementation – Alice Meridith, School Performance Director.
- Review current year's LAND Trust plan, data, expenditures, and review if on course or if amendments are necessary. Submit necessary amendments.
- Pre-meeting and post-meeting website updates.
- Finalize development of TSSP and LAND Trust Plan; may submit as soon as approved and you have the signature page. DUE; April 12.
- Review Positive Behavior Plan; prepare to submit.
- Signature page confirmed and signed at meeting where approval is passed.

## April

- TSSP, Land Trust and Positive Behavior plan submitted to district no later than **April 13**. Signed signature page accompanies plans.
- LAND Trust plans reviewed by School Performance, any necessary changes conveyed to SCC and then submitted to Board of Education
- SCC discuss elections, determine number of open seats; especially if SCC holds a spring election.
- **IF** SCC holds spring election, advertise open seats and how/when election is to happen, conduct spring elections.
- Review current year's LAND Trust plan, data and expenditures and review if on course or if amendments are necessary.
- Pre-meeting and post-meeting website updates
- Be prepared to meet and update your plan(s), if needed.

## May

- Review School Safety Report action items. **Principal completes School Safety report follow up report on CSD Dashboard.**
  - CSD Directors also update School Safety Report on CSD Dashboard.
- Board of Education reviews and approves TSSP & LAND Trust plans and submit to USBE (**May 13 Board of Education meeting**).
- Assure that the current year's LAND Trust funds and TSSA funds were spent according to current year's plans. Determine if your current year's plan made a difference in the area of your goals (discussion using data).
- School SCC publicize your year's work and plan successes to school community and Legislators. Announce when fall elections will be held.
- Be prepared to meet and update your plan(s), if needed.

## July

- Distribution of LAND Trust and TSSA funds for all schools with approved plans.
- Determine number of open seats if fall election. Plan dates to advertise open seats at least 10 days before names are due to be submitted and/or with registration information.
- Plan for election in August (if you need to have an election and want to have it be electronic Susan Edwards and Jeff Murry need your information for ballots no later than August 20).