

Requirements for School Websites

For School Community Councils and Charter Trust Land Councils
(established separately from governing boards)

Before October 20th and updated as needed:

- Council member names with a way for the community to directly contact them
- Proposed meeting schedule for the school year
- Approved council minutes for at least a year
- Teacher and Student Success Plan or link to the Plan
- Invitation for parents to serve on the Council
- A link to the current year School LAND Trust Plan
- Final Reports for at least the prior two years
- Funding the school receives from the Program

At least one week before each school community council meeting:

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

Always on the school website, updated as needed, with a copy at every meeting:

- Rules of order and procedure the council uses to conduct meetings
- Directions for electronic voting if applicable

Council Meeting Agendas should include:

- Notice to the public of the topics that will be considered at the meeting
- Items to be voted on must be identified as an action item
- Date, time and place of the meeting
- Names of members present and absent
- A brief statement of 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 of comments to the council



Utah State
Board of
Education

School
LAND
Trust

Paula Plant
(801)538-7555
paula.plant@schools.utah.gov

Elisse Newey
(801)538-7555
elisse.newey@schools.utah.gov

Kira Bennett
(801)538-7533
kira.bennett@schools.utah.gov