

# Requirements for School Websites For School Community Councils and Charter Trust Land Councils (established separately from governing boards)

Effective 8/1/2021

## **Before October 1 and updated as needed**

**R277-477-3**

**R277-491-4**

- Council member names with a direct email, phone number or both  
(The school email or phone numbers are not acceptable for parent members.)
- 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
- The following may be provided by posting specific links for each to the School LAND Trust website documents/information or copies on the website
  - 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:**

**53G-7-1203(9)**

- 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**

**53G-7-1203(10)**

Rules of order and procedure the council uses to conduct meetings

There is a Rules of Order and Procedure template on <https://schools.utah.gov/schoollandtrust> on the council tab. If using this template, please ensure the council enters the membership size, makes other changes as apply, and votes to approve the rules in a council meeting. A best practice is for the council to review the rules annually.

- If a district has in place a process for **electronic voting**, the website will include directions for electronic voting to elect parents for the school community council

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**R277-491-3**

## **Optional, but encouraged:**

- Notice of Council elections that includes the dates, times and location; open positions; and how to file. This notice should be posted at least ten days prior to the election
- This notice could include the form for filing for a council position.

**Council Meeting Agendas should include:**

**53G-7-1203(7)**

- 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

**Written minutes of a council meeting should include:**

**53G-7-1203(8)**

- 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 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