

School Community Council Requirements for School Websites

Effective 1/31/2020

Updated yearly on or before October 20th:

53G-7-1203(6)

- 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
- A report to parents on how the School LAND Trust Program funds were used in the prior year and what was accomplished for students

Always on the school website – updated as needed:

R277-491-4(2)

- Approved council minutes for the current school year (new)
- Teacher and Student Success Plan (other information required by 53G-7-1304)
- Opportunities provided to parents by serving on the school community council and how parents can directly influence the expenditure of School LAND Trust funds
- Dollar amount received by the school each year through the program (Best practice: multi-year chart updated annually)

At least one week before each school community council meeting:

53G-7-1203(5)

- 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
R277-491-6
There is a Rules of Order and Procedure template on <https://schools.utah.gov/schoollandtrust>. 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:

R277-491-3

- Directions for electronic voting to elect parents for the school community council
- How a parent may vote by paper ballot, if preferred

Optional, but encouraged:

- Notice of the election 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(8)

- 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

- 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