**School Community Council and Charter Trust Lands Council\* Information**

**For School Websites**

Effective February 2020

On or before October 20th:

* 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\*

**53G-7-1203(6) School Community Councils and Charter Trust Lands Councils**

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

**53G-7-1203(5) School Community Councils and Charter Trust Lands Councils**

These items should always be on the website:

* 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 amounts received by the school each year through the program

**277-491-4(2) School Community Councils**

* The school’s Teacher and Student Success Plan\*

**53G-7-1304 School Community Councils and Charter Trust Lands Councils**

* Rules of order and procedure the council uses to conduct meetings

**53G-7-1203(10) School Community Councils and Charter Trust Lands Councils**

If a district has in place a process for electronic voting, the website will include at a minimum:

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

**R277-491-3 School Community Councils**

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.

\*Charter Trust Lands Councils who are not also the governing board. Governing Boards are subject to posting and noticing requirements of the [Open Public Meetings Act, Utah Code Title 52, Chapter 4](https://le.utah.gov/xcode/Title52/Chapter4/52-4.html), and must also include a summary of their School LAND Trust Final Report on their website by October 20 of each year and a copy of their Teacher and Student Success Act Plan annually.