

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 at www.SchoolLANDTrust.org on the Parents and Councils page. 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