

## Charter Trust Land Council Requirements for School Websites

### \*also required for Governing Boards acting as Trust Land Councils

Effective 1/31/2020

**Updated yearly on or before October 20<sup>th</sup>:** **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\* **53G-7-1206(5)**

**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 - requirements for agendas 53G-7-1203(8)
- Draft minutes of the previous meeting – requirements for minutes 53G-7-1203(9)

**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](http://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.

**Always on the school website:** **53G-7-1304**

- The current Teacher and Student Success Plan\* (other TSSA information required by this section of code)

**Best practice to include:**

- Directions for electronic voting to elect parents for the school community council, if the LEA has a secure process in place
- Approved council minutes for the current school year
- 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 (multi-year chart updated annually)
- 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(9)**

- 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