

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

CSD requests this be done before September 15th
State requests this be done before October 20th and updated as needed

R277-477-3
R277-491-4

- Council member names with a direct email, phone number or both -SCC
(The school email or phone numbers are not acceptable for parent members)
- Proposed meeting schedule for the school year -SCC
- Approved council agendas and minutes for 3 years -SCC
- Teacher and Student Success Plan (TSSP) or link to the Plan -District
- Invitation for parents to serve on the Council -Principal
- Current year School LAND Trust Plan -District
- Final Reports for at least the prior two years -District
- Funding the school receives from the Program -District

At least one week before each school community council meeting:

53G-7-1203(6)

- Chair gets these items to school webmaster
 - Public notice of the time, place and date of the meeting on school calendar or website
 - 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(9)

Rules of order and procedure the council uses to conduct meetings and/or bylaws

Principal and Chair will have school webmaster post these

- 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 Canyons does not have this option in place

Elections:

R277-491-3

- 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 -posted by principal
- This notice could include the form for filing for a council position
- Elections must be held by paper ballot and secure ballot box
- Only 1 vote per registered parent
- Front office will need a list of parents to highlight names on ballots once turned in

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 given 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