

School Community Council Chairs

Recommendations and Responsibilities – Fall Training 2020

Recommendations:

If possible, elect a chair that has previously served on a council. A little experience is useful. Vice-chairs support the chair but have no specific assignments in the law.

In the first or second meeting:

- Ask each member to introduce themselves and include prior school community council experience, community involvement, skills, interests, talents and their ‘day job.’ This will help the council understand the skills and talents they can draw on to complete the work.
- Set a meeting schedule for the year.
- Collect contact information for each member.
- Identify the process for posting required information on the school website.
- Encourage members to bring issues and recommendations to the council from the groups they represent.
- Decide together how the council will receive training. Districts may provide training or see options below.
<https://www.schools.utah.gov/schoollandtrust/training>
- Review the implementation of Teacher and Student Success Plan and School LAND Trust plan.
- Outline council needs and ask each member to accept an assignment.
 - A secretary – or someone to take and prepare minutes.
 - Prepare a timeline for the year to complete requirements and other council priorities.
<https://www.schools.utah.gov/schoollandtrust/timelines>
 - Financial liaison to make quarterly reports about School LAND Trust expenditures.
 - Review school website requirements and report back on compliance.
<https://www.schools.utah.gov/file/d5c18dce-a7df-4d80-b0d5-a4ee7c82f1d8>
 - Review Rules of Order and Procedure and recommend adoption or changes.
<https://www.schools.utah.gov/schoollandtrust/councils> for a template, if the council doesn’t currently have them posted on the school website
 - Parent member liaison to the parent volunteer group (PTA or PTO)

As the year proceeds

- Work with the principal to prepare agendas based on the timeline
- Receive reports from assignments and follow through
- Provide ongoing short training modules received in emails from School Children’s Trust
- Subcommittee/Task Force chairs (as needed)
 - Appointed groups may include others who are not on the council.
 - Plans and actions of appointed groups are approved by the council.

Responsibilities of Councils can be found here:

<https://stage.schools.utah.gov/schoollandtrust/councils>