

# Requirements for School Websites For School Community Councils and Charter Trust Land Councils (established separately from governing boards) Updated 9/2023

## Before October 20th and updated as needed

**R277-477-3**

- An invitation to parents to serve on the Council
- A means to contact the members of the school's council
- A copy or link to the current Teacher and Student Success Plan
- Approved minutes of council meetings for at least a year\*
- The proposed council meeting schedule for the school year\*
- The following may be provided by posting a school-specific link to the Public Reports on the School LAND Trust website, which is automatically updated:
  - The dollar amount of funds the school receives
  - A link to the school's final reports for the last five school years
  - A link to the school's LAND Trust Plan for the current year

**R277-491-4**

## At least one week before each school community council meeting:\*

**53G-7-1203(5)**

- Notice of time, place, and date of the meeting
- Meeting agenda
- Draft minutes of the previous meeting

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

**53G-7-1203(9)**

- Always on the school website, updated as needed, with a copy at every meeting
- There is a Rules of Order and Procedure template on the School LAND Trust website.
  - Review and adopt the Rules of Order and Procedure annually
- If a district has a process in place for **electronic voting**, the website will include directions for electronic voting to elect parents for the school community council.

\*It is suggested a Google Doc or other application that allows anyone with the link to view, and allows a few individuals (a designated council member/administrative staff) to enter minutes, edit, and save final copies to provide

[schoollandtrust@schools.utah.gov](mailto:schoollandtrust@schools.utah.gov)

Paula Plant

801.538.7555

[paula.plant@schools.utah.gov](mailto:paula.plant@schools.utah.gov)

Kira Bennett

801.538.7533

[kira.bennett@schools.utah.gov](mailto:kira.bennett@schools.utah.gov)

Holly Korous

801.538.7764

[holly.korous@schools.utah.gov](mailto:holly.korous@schools.utah.gov)

# Requirements for School Websites For School Community Councils and Charter Trust Land Councils (established separately from governing boards) Updated 9/2023

## Optional, but encouraged:

**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.
- This notice could include the form for filing for a council position.

## 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)**

### **MUST BE KEPT FOR THREE YEARS**

- Date, time, and place of the meeting
- Names of the members present and absent
- A brief statement of the 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

\*It is suggested a Google Doc or other application that allows anyone with the link to view, and allows a few individuals (a designated council member/administrative staff) to enter minutes, edit, and save final copies to provide

[schoollandtrust@schools.utah.gov](mailto:schoollandtrust@schools.utah.gov)

Paula Plant  
801.538.7555  
[paula.plant@schools.utah.gov](mailto:paula.plant@schools.utah.gov)

Kira Bennett  
801.538.7533  
[kira.bennett@schools.utah.gov](mailto:kira.bennett@schools.utah.gov)

Holly Korous  
801.538.7764  
[holly.korous@schools.utah.gov](mailto:holly.korous@schools.utah.gov)