School Community Council Compliance Checklist

August 2015

School Community Councils (SCC) and Elections

- ✓ The SCC must have at least two more parent/guardian members (through the remainder of this document referred to as parents) than school staff members, including the principal. The council must determine the size of the council by a majority vote of the council. (53A-1a-108(4))
- ✓ The school principal serves as a voting member of the SCC. (53A-1a-108(5)(a))
- ✓ All SCC terms are for two years, with the beginning date determined by the school, consistent with local school board policies. Parent members must have a child at the school at least one of the two years of their term. (53A-1a-108(1and 5))
- ✓ Notice of the SCC election is provided to parents and staff, at least ten days in advance of the election and must include: the positions that are available, dates and times of elections, and instructions for becoming a candidate. (53A-1a-108(5)(c))
- ✓ A formal election is not required if, after notice of the election and open seats is provided, the number of people who apply for vacant seats doesn't exceed the open positions. (53A-1a-108(5)(f))
- ✓ Elections are overseen by the principal, or designee, and are conducted by means of secret ballots. Ballots for parent elections are deposited in a secure ballot box. Parents elect parent members and the staff elects staff members. (53A-1a-108(5)(a-c))
- ✓ Elections may be held near the beginning of the school year OR they may be held in the spring and completed before the last week of the school year. When schools hold elections in the spring, the school community council shall attempt to notify parents of incoming students about the opportunity to file and vote. (53A-1a-108(5)(a)(iv)(B)) and R277-491-3(1))
- ✓ Approximately half of the SCC seats are up for election each year. (53A-1a-108(5)(h))
- ✓ Under certain circumstances, the SCC may establish policies for voting via mailed ballots and/or secure electronic systems, consistent with Utah State Board of Education Rule on SCCs. (R277-491-3(L-M))
- ✓ Results of the elections shall be maintained for three years and made available to the public upon request. (53A-1a-108(5)(d)) *The timeframe is not specified in law or rule but is recommended.*
- ✓ After the elections, the council must review how many parent members are also licensed employees in the district. If there are more parent members who are licensed employees than parent members who are not, the parent members on the council must appoint additional non-licensed parent members until there is at least a one parent majority of non-licensed employee members. (53A-1a-108(4)(d))
- ✓ If positions are vacant after the elections, parents on the council appoint parent members, and the staff appoints staff members. (53A-1a-108(5)(e))
- ✓ The SCC elects a chair and vice chair. The chair must be a parent member and the vice chair may be a parent or school employee member. The principal may not serve as an officer. (53A-1a-108(5)(j))
- ✓ The principal enters the names of the council members on the School LAND Trust website on or before October 20th. (53A-1a-108(5)(g)
- ✓ The principal provides a signed assurance that elections were conducted according to the law and board rule and council members who were not elected were appointed appropriately. (53A-16-101.5(45(c))

School Community Council – Open Public Meeting Requirements

- ✓ SCC meetings are open to the public. (53A-1a-108.1(2))
- ✓ The local school board shall provide training for the members of the school community councils in their district. (53A-1a-108.1(3))
- ✓ SCC meeting agendas are posted on the school website at least one week in advance and include the meeting agenda with a date, time, and location, and minutes of the last meeting. (53A-1a-108.1(5))
- ✓ All SCC minutes include the date, time, location, names of members present and absent, substance of all matters proposed, discussed or decided, a record of votes, name of each person who is not a member of the SCC and who is recognized by the chair to speak in the meeting, and substance of what was said. Minutes are marked as a draft until approved and once approved, will replace the draft minutes appearing on the school website. Approved

minutes are the official record of action taken in meetings. Minutes shall be retained for three years. (53A-1a-108.1(9))

- ✓ A simple majority (quorum) is required to take action. (53A-1a-108(7(a))
- ✓ Action on a motion results from a majority vote of a quorum. (53A-1a-108(7(b))
- ✓ Issues not listed on the agenda may arise in the meeting, be discussed and assignments made to help the SCC make a decision at a future date, but no final action should be taken on substantive issues not listed on the agenda. (53A-1a-108.1(8))
- ✓ The following schedule and report summaries are provided on the school by October 20th of each year and to every household without access to the internet. The school community council decides the best method(s) of delivery.. (53A-1a-108.1(6))
    - A meeting schedule for the year
    - A list of council members with email and phone contact information, or both
    - A summary of the Final Report of the School LAND Trust Program Plan implementation for the prior year
    - The amount of money the school has received each year of the program. (R277-491-5(2))
    - An invitation to parents to serve on the council and an explanation of how serving can directly influence how the funds are spent. (R277-491-5(2))
- ✓ The SCC shall adopt rules of order and procedure to govern the council meetings. The document shall be posted on the website and available at each meeting. (53A-1a-108.1(10))

Duties and Responsibilities of the SCC

- ✓ The SCC reviews testing data and other reliable data to determine the needs of the students.
- ✓ (53A-1a-108.5 (1))
  The SCC creates a school improvement plan (SIP). (53A-1a-108(3)(a)(i))
- ✓ The SCC creates and submits the online School LAND Trust Plan, an academic subset of the SIP. (53A-1a-108(3)(a)(ii))
- ✓ The SCC assists in the creation of a professional development plan. (53A-1a-108(3)(a)(iii))
- ✓ The SCC provide education and awareness on safe technology utilization and digital citizenship for students and parents and partner with the administration to ensure internet safety protocols are in place. (53A-1a-108(3)(v and vi))
- ✓ The SCC regularly submits required reports to the local school board for approval. (53A-1a-108.5 (5)), (53A-16-101.6(d)),
- ✓ The SCC appoints subcommittees or task forces as desired that may include participants other than elected SCC members (parents, staff, students, community members, etc.). (53A-1a-108(6))
- ✓ The SCC advises school and district administration and the local school board on local and district school issues. (53A-1a-108(3)(iv))
- ✓ The SCC provides ongoing support in implementation of approved plans.
- ✓ SCCs shall encourage participation on the SCC, including recruiting potential applicants to apply for open positions on the council. (R277-491-7(2))
- ✓ SCCs may assume other tasks and responsibilities relating to their school, such as safety, school climate, student and teacher recognition, etc. that are best addressed through local school collaboration.

References

In parenthesis, at the end of each item, is the reference of the original source document that created the requirement. References that begin with "R" reference the State Board Rules on School Community Councils and the School LAND Trust Program. The other references are state law. You may review the rules and law at the following web addresses:
http://le.utah.gov/UtahCode/title.jsp
http://www.schools.utah.gov/law/Administrative-Rules.aspx