

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

- 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 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
 - TSSP Plan -District
- R277-491**
63G-2-101
53G-7-1206
R277-477
53G-7-1202

At least one week before each school community council meeting: **536-7-1203(5)**

- **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

Rules of order and procedure the council uses to conduct meetings and/or bylaws **53G-7-1203(9)**

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

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 -posted by principal
- This notice could include the form for filing for a council position.

Council Meeting Agendas should include:

536-7-1203(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:

536-7-1203(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 or 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