

What is our website audited on? (October 20)

District manages for all schools (External Relations):	
1	Current year LAND Trust doc with signature page attached
2	Current year TSSP doc with signature page attached
3	Prior year LAND Trust & TSSP Final Reports
4	Amount of money received for TSSA and LAND Trust by year
5	Opportunity to Serve (District provided, should not change)

Schools manage:	
1	Bylaws/Rules of Order and Procedure - to be audited by the State in November (New 2025)
2	Full-year proposed meeting schedule
3	Agendas and corresponding Meeting Minutes (Three years)
4	Public Notice (School calendar)
5	Roster including: First and Last name, Member type, (most are not indicating Chair and Vice Chair) and At least one form of contact (Parent may not use CSD email address)

Consistent titles should be used for all councils:	
	Principal
	Chair
	Vice Chair (Co-chair is incorrect and should not be used)
	Parent
	Parent Licensed
	Faculty

☒	Additional member is a drop down option on the State site but for clarification should not be used on your website
☒	PTA representatives without children currently registered at your school for at least 1 of their 2 year term may only be listed as an ex-officio, non-voting member and do not count as part of your ratio
☒	Council ratio on your roster must always consist of two more parents than faculty

☒	HS requires at least 10 members with a two-parent majority
☒	All other schools must have at least six members with a two-parent majority

☒	The State audit now requires setting an exact maximum number of members in your bylaws as well as specific meeting attendance requirements to remain a member in good standing including removal procedure if not met (2025)
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☒	Point of order: All SCC meetings should be led by the Chair or Vice-Chair only
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Where are we making the most mistakes?

	25-26	24-25	23-24	22-23
#1 error	Public notice	Minutes	Minutes	Minutes
#2 error	Minutes	Public notice	Public notice	Public notice
#3 error	Agendas	Full schedule	Contact/ Full Schedule	Contact/ Full Schedule
Average overall audit score	86%	80%	86%	90%
# Schools with 100% audit	1	8	8	3

Minutes: Please see SCC Meeting Minutes Standard Recording of Attendance and Voting template to resolve these issues	
☒	Current agenda must be posted at least seven days prior to every meeting (please set reminders in your calendar)
☒	DRAFT minutes must be posted within seven days following every meeting (set reminder)
	Please remove the internal and external “DRAFT” labels once approved at the following meeting
☒	“CANCELLED” must appear as a label on the proposed meeting schedule next to that meeting date when applicable
☒	Minutes should remain uniform and consistent in structure, location, order, file placement and format for every meeting
☒	(format error) The reader should not be required to download agendas and/or minutes in order to view them
☒	All meeting attendance records must clearly state who is on the roster (ratio = legally compliant and transparent), including first and last name, appropriate identifier (Principal, Chair, Vice-chair, Parent, or Faculty, including non-voting distinctions where applicable, and clearly marked as absent, excused or present at each meeting
	(Attendance) Random freeform entering of attendance is not clear and fails to meet requirements
	Please use the template for every meeting
☒	Example of attendance out of compliance: Jeff, Andy Peterson, Sara Jones, Mandy Smith, April Olson Who is Jeff? Are these parents, faculty or guests? Are they present or is this just a list of members?
	All guests (or visitors including Board members) should be counted as “total number of <i>parent</i> guests” and “total number of <i>faculty</i> guests” without being named in your attendance record
☒	Minutes should clearly indicate chronic absences of members (not excused) who may eventually be replaced to: 1. Correct a council's ratio (two more parents than faculty), or 2. To achieve maximum membership or 3. To decrease a ratio in order to consistently form a quorum for voting purposes according to attendance requirements and council size limits listed in your bylaws
☒	Those listed on the agenda to report or comment should be named in your notes including first and last name with a “parent guest” or “faculty guest” distinction (only if invited to contribute)
☒	CSD Board Members should always be counted as a “faculty guest” unless listed as a parent member
☒	Members may not be added at random, and may not appear to be interchangeable
☒	All roster updates need to be clear including exit/onboarding month and reason
☒	Mid-year roster additions unrelated to Aug/May elections/appointments should not be occurring unless: 1. A member leaves the council for any reason, or 2. To correct a council ratio out of compliance (two more parents than faculty), or 3. To achieve maximum membership
☒	Mid-year roster changes (including last name changes) are not being reported, not clear in minutes, and not being updated on school and/or the State website
☒	Ratio of a vote should always be recorded separately by motion, full name and yes/no for each voting member present