

A Checklist for School Community Council Chairs, or Co-Chairs

- Prepare School Community Council Agendas, honor agendas and time constraints. Items needing action must be included on the agenda and a quorum (majority) of the council must be present to vote.
- Conduct School Community Council Meetings, encouraging participation by all members
- Assure minutes are kept, taking special care to assure motions and votes are accurately recorded. Votes on approval of the School LAND Trust plan need to be kept by the number voting for, against and absent. Minutes are prepared for posting on the school website and sound recordings are made and saved at the school.
- Prepare a yearly timeline that includes all required (and other) tasks to assist in preparation of each agenda, assuring councils have the necessary lead time to complete responsibilities, including the following:
 - review of school data, assessments (as they are made available) and demographic information
 - review of current plan implementation, preparation, amending and voting on required new plans, before they are submitted to the local school board
 - tasks related to member elections, filling vacant positions after an election, and election of officers
- Provide opportunities for increased involvement of parents and school employees by encouraging issues of concern to be heard and considered by the council, to include non-elected parents and staff on task forces and subcommittees, as needed, and provide input to administration and the local school board of needs and issues of the school and school community.
- Encourage and model collaboration.
- Establish clear, written procedures and timelines consistent with Utah law, board rules, and local board policies about member and officer elections and other procedures councils are responsible for, *including rules outlining parliamentary order and procedure, ethical behavior and civil discourse.*
- **With assistance from the school administration, the chair shall:**
- Follow the provisions of the Utah Open and Public Meetings Act
- Assure training is provided to the council, as needed, on their responsibilities, understanding assessments, mission and goals of the district and school, Open Public Meetings Act, etc.
- On behalf of the council, provide ongoing support for implementation of approved school action plans.
- Provide notice to parents by posting the following information on the school website and by individual delivery to each student's household by mail, voice messaging, email, in annual registration packets or report cards:
 - Meeting schedule of council meetings, within the first fourteen days of the school year
 - List of school community council members, including contact email and phone numbers, where available.
 - Summary of the School LAND Trust Program Final Report each fall for the prior year.
 - Summary of the council's actions and activities for the first half of the school year, provided mid-year.
- Post draft minutes of the prior meeting along with the agenda for the upcoming meeting on the school website at least one week prior to the upcoming meeting, including the date, time and place.
- Post the agenda for the upcoming meeting on the front door of the school at least 24 hours prior to the meeting, including the date, time and place.

Provide timely notice (at least three weeks in advance) to parents and staff of council positions that are up for election and how to apply, including the dates, times and location of the election. The election must commence before the 31st day of the school year and run for three consecutive days.

- If the council chooses to hold the election in the spring, all parents, and only those, who would vote if the election were held in the fall are encouraged and allowed to vote.

Responsibilities of the chair/co-chair may be delegated to members of the council, as reasonable and needed. The chair is responsible to be sure delegated assignments are completed. The principal supports the officers in completing the requirements in the law and board rule.