

# School Community Council Compliance Checklist

July 2011

## School Community Councils (SCC) and Elections

- ✓ The SCC must have more parent/guardian members (through the remainder of this document referred to as parents) than school staff members, including the principal. (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. Members may serve up to three consecutive terms. Parent members must have a child at the school at least one of the two years of their initial term. Parent members who are licensed and work at the school more than six hours per week (average) run for employee positions. (53A-1a-108(1); (5)(a); (5)(b)(i); (5)(g)(i-ii))
- ✓ Notice of the SCC election is provided to parents and staff, at least three weeks 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))
- ✓ When more candidates file for parent positions or staff positions than there are vacancies, the school must hold a formal election. (R277-491-3(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)(b)(iv) )
- ✓ Elections must begin before the 31<sup>st</sup> day of the school year. Parent elections run for three consecutive school days. (53A-1a-108(5)(a-c) and R277-491-3(H))
- ✓ Elections may be held in the spring. Parents who would receive notice to vote in a fall election must receive notice of the election and be encouraged to vote. Parents who will not have a child at the school in the fall do not vote. (R277-491-3(I))
- ✓ Approximately half of the SCC seats are up for election each year. (53A-1a-108(5)(f))
- ✓ 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(D and E))
- ✓ Results shall be maintained for a reasonable time and made available to the public upon request. ( 53A-1a-108(5)(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, both from the parent group or may instead elect co-chairs, with at least one being a parent. One co-chair could be a staff member. The principal may not serve as an officer. (53A-1a-108(5)(h))
- ✓ The council notifies the local board of the membership of the SCC by submitting the Committee Membership Form online each fall as part of fall reporting for the School LAND Trust Program. (53A-1a-108(5)(e)(iii) and R277-477-3(F))
- ✓ 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(4)(a)(ii))

## Open and Public Meeting Law and other Noticing Requirements

- ✓ SCC meetings are open to the public. (52-4-103(7) and (52-4-201(1))
- ✓ SCC meeting agendas are posted on the school website at least one week in advance and include the date, time, location of the upcoming meeting, and minutes of the last meeting. (53A-1a-108(8))
- ✓ SCC meeting agendas are posted at the school at least 24 hours in advance and include the date, time, and location of the meeting. (52-4-202(1))

- ✓ 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. (52-4-203(1-2) and 52-4-203(4))
- ✓ A recording of each meeting is kept and labeled with the date, time and location of the meeting. (52-4-203(1 and 3))
- ✓ A simple majority (quorum) is required to take action. (52-4-103(4 and 9))
- ✓ Action on a motion results from a majority vote of a quorum. (53A-1a-108(9))
- ✓ 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. (52-4-202(6))
- ✓ The following schedule and report summaries are provided on the school website AND via required means, to each individual household with a student attending the school. (53A-1a-108(7))
  - A meeting schedule for the year, within the first two weeks of the school year, that includes the date, time and location of each meeting.
  - List of council members with email and phone contact information, where available.
  - A summary of the Final Report of the School LAND Trust Program Plan implementation for the prior year in the fall of the following year.
  - A mid-year summary of the council's actions and activities to date.
- ✓ Parents are notified of parent member election policies and timelines established by the council. (R277-491-5(D) and 6(D))

## Duties and Responsibilities of the SCC

- ✓ The SCC reviews UPASS 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 creates a reading achievement plan (Elementary). (53A-1a-108(3)(b))
- ✓ The SCC develops a child access routing plan. (Elementary and Middle/Jr. High Schools)
- ✓ (53A-1a-108(3)(a)(iv))
- ✓ The SCC regularly submits required reports to the local school board for approval. (53A-1a-108.5 (5), (53A-16-101.5(6), (53A-3-701(3), (53A-1-606.5(4))
- ✓ 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))
- ✓ Upon request of the local school board, the SCC provides information to assist the local board in resolving issues of local concern. The SCC is encouraged to advise and inform the local board members.(R277-491-6(G))
- ✓ The SCC provides ongoing support in implementation of approved plans. (53A-1a-108.5(7), (53A-16-101.5(6), (53A-3-701(1) , (53A-1-606.5(3), (53A-3-402(17)(e))
- ✓ SCCs shall encourage participation on the SCC, including recruiting potential applicants to apply for open positions on the council. (R277-491-6(F))
- ✓ 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>