

School Community Council Compliance Checklist

March 2009

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.
- ✓ The school principal serves as a voting member of the SCC.
- ✓ 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 may work at the school for up to six hours per week (average). Those working more must run as employees.
- ✓ Notice of the SCC election is provided to parents and staff, at least two 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.
- ✓ When more candidates file for parent positions or staff positions than there are vacancies, the school must hold a formal election.
- ✓ Elections are overseen by the principal, or designee, and are conducted by means of secret ballots, deposited in a secure ballot box. Parents elect parent members and the staff elects staff members.
- ✓ The parents of students, who will attend the school in the upcoming school year, may vote for parent members, when elections are held before the school year begins.
- ✓ Approximately half of the SCC seats are up for election each year.
- ✓ 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. (R277-491-3C and D)
- ✓ Results shall be maintained for a reasonable time and made available to the public upon request.
- ✓ If positions are vacant after the elections, parents on the committee appoint parent members, and the staff appoints staff members.
- ✓ The SCC elects a chair and vice chair, one from the parent group and the other from the staff. The principal may not serve as an officer.
- ✓ 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.

All checklist requirements in this list come from State Code 53A-1a-108 School community councils and the third section of State Board Rule R277-491-3, School Community Council Member Election Provisions. The final bullet also references State Board Rule R277-477-3F, on the School LAND Trust Program.

Open and Public Meeting Law and other Noticing Requirements

- ✓ SCC meetings are open to the public.
- ✓ 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.
- ✓ SCC meeting agendas are posted at the school at least 24 hours in advance and include the date, time, and location of the meeting.
- ✓ 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.
- ✓ A recording of each meeting is kept and labeled with the date, time and location of the meeting.
- ✓ A simple majority is required to take action.

- ✓ 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.
- ✓ 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.
 - 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.
 - 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.

The requirements in this list primarily originate in State Code 52-4 Open and Public Meetings Act with a clarification in the second and last item from Sections 4, 5, and 6 of State Board Rule R277-491, School Community Councils and the second and 8th item that originate in State Code 53A-1a-108 School community councils.

Duties and Responsibilities of the SCC

- ✓ The SCC reviews UPASS testing data and other reliable data to determine the needs of the students.
- ✓ The SCC develops a school improvement plan (SIP).
- ✓ The SCC develops and submits the online School LAND Trust Plan, an academic subset of the SIP.
- ✓ The SCC assists in the creation of a professional development plan.
- ✓ The SCC develops a reading achievement plan (Elementary).
- ✓ The SCC develops a child access routing plan. (Elementary and Middle/Jr. High Schools).
- ✓ The SCC regularly submits required reports to the local school board for approval.
- ✓ The SCC appoints subcommittees or task forces as desired , that may include participants other than elected SCC members (parents, staff, students, community members, etc.).
- ✓ The SCC advises school and district administration and the local school board on local and district school issues.
- ✓ 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.
- ✓ The SCC provides ongoing support in implementation of approved plans.
- ✓ 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.

The requirements in this list originate in State Code 53A-1a-108 School community councils, with the exception of the 10th item that comes from Section 6 of State Board Rule R277-491 on School Community Councils and the final bullet, which is not a requirement.

References

You may review the rules and law at the following web addresses:

State Code references - www.le.state.ut.us/Documents/code-const.htm

State Board Rule references - www.schools.utah.gov/board/rules.htm