

DESCRIPTOR TERM: School – Community Relations	Millard District Policy File Code: 7005 Approved: 06-11-20
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SCHOOL COMMUNITY COUNCILS

A. Formation of Community Councils

Each school within the District shall, in consultation with the Board of Education, establish a school community council at the school building level.

1. A school or District administrator may not prohibit or discourage a community council from discussing issues, or offering advice or recommendations, regarding the school and its programs, school district programs, the curriculum, or the community environment for students.
2. The Board may ask school community councils for information to inform Board decisions and may also ask school community councils to address local issues at the school community council level before bringing those issues to the Board.
3. The Board shall report approval dates of required plans (listed below) to the State Board of Education.

[Utah Code § 53G-7-1202\(1\)\(d\), \(2\) \(2019\)](#)

B. Purposes of Community Councils

The purposes of school community councils are to involve parents of students in decision making at the school level, improve the quality of education of students, prudently expend School LAND Trust Program money, and increase public awareness of school trust lands and related land policies, management of the State School Fund, and educational excellence.

[Utah Code § 53G-7-1202\(2\) \(2019\)](#)

C. Composition of Councils

1. Each school community council shall consist of school employees (including the school's principal) and parents or guardians of students who are attending the school.
2. The recommended composition of school community councils for high schools is six (6) parent members and four (4) school employee members (including the principal). The recommended composition of school community councils for other schools is four (4) parent members and two (2) employee members (including the principal). The school community council is not required to have the recommended composition and can by

majority vote of a quorum of the council determine how many members the council will have, provided that there are at least two (2) school employee members and there are at least two (2) more parent members than school employee members.

3. The number of parent members of a school community council who are not educators employed by the school district shall exceed the number of parent members who are educators employed by the school district. If, after an election, the number of parent members who are not educators employed by the school district does not exceed the number of parent members who are educators employed by the school district, the parent members of the school community council shall appoint one or more parent members to the school community council so that the number of parent members who are not educators employed by the school district exceeds the number of parent members who are educators employed by the school district.
4. After the council is seated each year, the chair shall be elected by the council from the parent members and the vice-chair shall be elected by the council from the parent or school employee members other than the principal.
5. School community councils shall encourage greater participation on the school community council and may recruit potential applicants to apply for open positions on the council.

D. Notice of Available Community Council Positions

1. At least 10 days before the date of a community council election, the principal of the school, or the principal's designee, shall provide notice to each school employee or parent of the opportunity to vote in, and run as a candidate in, the election. The notice shall include:
 - a. the dates, times, and location of the election;
 - b. a list of council positions that are up for election;
 - c. instructions for becoming a candidate for a community council position;
 - d. the location where a ballot may be cast; and
 - e. the means by which a ballot may be cast, whether in person, by mail, or by electronic transfer.
2. At least once per year, on or before October 20, the principal shall post on the school website an invitation to parents to serve on the school community council that includes an explanation of how a parent can directly influence the expenditure of the School LAND Trust Program funds, the dollar amount the school receives each year from that program, a copy or link to the current School Improvement Plan, and if the School LAND Trust Plan and School Improvement Plan have been consolidated into one, a statement to that effect.

[Utah Code § 53G-7-1202\(5\)\(c\) \(2019\)](#)

[Utah Admin. Rules R277-491-3\(1\) \(December 10, 2018\)](#)

[Utah Admin. Rules R277-491-4\(2\) \(December 10, 2018\)](#)

E. Selection of School Employee Members

1. The principal shall serve as an ex officio member with full voting privileges. The principal cannot serve as chair or vice-chair of the School Community Council. The principal is one school employee member.
2. Any employee member who qualifies to be a candidate may file or declare him or herself as a candidate for election to the council. Employee members shall be elected by secret ballot by a majority vote of the school employees. The employee member election shall be held in the same season as the election for parent or guardian members. The principal, or the principal's designee, shall oversee the elections. Results of the election shall be made available to the public upon request.
3. If the number of employee candidates is less than or equal to the number of open employee positions, no election is required.
4. If an employee position on the council remains unfilled following an election or after appointment when no election is required, the other employee members of the council shall appoint an employee to fill the position.

[Utah Code § 53G-7-1202\(5\)\(a\), \(d\), \(e\)\(ii\) \(2019\)](#)

F. Selection of Parent/Guardian Members

1. "Parent" means the parent or legal guardian of a student attending the school or of a student who will be enrolled at the school in the next year.
2. "Parent member" means a member of a school community council who is: a parent or guardian of a student who is attending the school or who had, or will have, a student attending the school, during the parent or guardian's ~~initial~~ term of service. A parent member of the school community council may not include a person who is employed at the school.
3. Parent members shall be elected by majority vote of those voting in an election held no later than 30 days after the first day of school, and completed no later than 35 days after the first day of school. Voting for parent/guardian members shall extend for at least three consecutive school days. Written notice of this election shall be given at least 10 days prior to the date of the election. The notice shall include the dates and times of the election, the positions that are up for election, and instructions about becoming a candidate. Results of the election shall be made available to the public upon request, and shall be maintained for three years.

4. Ballots and voting are required only in the event of a contested race.
5. If a parent member position on the council remains unfilled following an election, the other parent members of the council shall appoint a parent member who meets the above qualifications to fill the position, and the council chair shall notify the Board of Education of the appointment.
6. Following the election, if there are more parent members who are educators in the district than parents who are not educators in the district elected to the council, the parents on the council shall appoint additional parent members until the number of parent members who are not educators exceeds the number of parent educators in the district.
7. Following the election, the principal shall enter and sign a Principal's Assurance Form that assures the school community council at the school was elected, and that vacancies were filled, as necessary, and that the school community council is properly constituted consistent with Section 53A-1a-108 and R277-477 and R277-491. The form shall be completed and uploaded to the School LAND Trust website.

G. Term of Office

1. Elected or appointed members of the council shall serve 2-year terms beginning ten days after the election. Parent council members may serve if they have a child attending the school during the two-year term.
2. A school community council member may serve successive terms so long as the member continues to meet the eligibility requirements to be a parent member or an employee member. If a change to a statute or regulation affects the composition of the council, a council member who was elected or appointed before the change may complete the term to which she or he was elected.

[Utah Code § 53G-7-1202 \(2019\)](#)

[Utah Admin. Rules R277-491-3\(4\) \(December 10, 2018\)](#)

H. Updating Council Membership

By or before October 20 of each year, the principal shall enter the names of the council members on the state School LAND Trust Program website.

[Utah Code § 53G-7-1202\(5\)\(g\) \(2019\)](#)

I. Duties of Councils

1. Each school community council shall advise and make recommendations to the school, school district administrators, and the local school board regarding the school and its programs, school district programs, and other issues relating to the community environment for students. School community councils shall report on plans, programs, and expenditures at

least annually to the Board and shall cooperate with State Board of Education monitoring and audits. Councils may also advise and inform the Board and other members of the school community regarding the uses of School LAND Trust Program funds. They shall also encourage participation on the council and may recruit potential applicants to apply for open council positions. Councils shall establish clear written procedures which govern removal from office of members who move away or who consistently do not attend meetings, as well as additional clarifications to assist in the efficient operation of the council consistent with the law and with Board rule.

[Utah Code § 53G-7-1202\(2\) \(2019\)](#)

[Utah Admin. Rules R277-491-6\(1\)\(b\)\(ii\), \(2\) \(December 10, 2018\)](#)

2. Each school community council shall also:

- a. Create a School LAND Trust Program and LAND Trust plan for the school in accordance with § 53G-7-1206; and
- b. Advise and make recommendations to school and district administrators and the school board regarding the school and its programs, school district programs, a child access routing plan in accordance with § 53G-4-402, safe technology use and digital citizenship, and other issues relating to the community environment for students.

Utah Code §53G-7-1202(3) (2019)

- c. *Each school community shall also provide for education and awareness on safe technology use and digital citizenship that empowers students to make smart media and online choices and students' parents or guardians to know how to discuss safe technology use with their students. ("Digital citizenship" means the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security.) Each school community council shall also partner with the school's principal or other administrators to ensure that adequate on- and off-campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel. Each school community council shall also work with students, families, and educators to incorporate safety principles at the school and hold at least an annual discussion with the school's principal and District administrators regarding safety principles at the school and District level in order to coordinate the school community council's effort to develop and incorporate safety principles at the school. ("Safety principles" means safety principles that, when incorporated into programs and resources, impact academic achievement by strengthening a safe and wholesome learning environment, including continual efforts for safe technology utilization and digital citizenship.) To fulfill these duties, a school community council may create a subcommittee and may also partner with one or more non-profit organizations.*

Utah Code § 53G-7-1202(1)(a), (e) (3)(a)(iii), (iv), (vi), (b) (2019)

- d. To assist the community council in fulfilling these responsibilities, the principal shall annually provide the council with a report which summarizes the current safe technology and digital citizenship practices of the District and the school, including (1) information on internet filtering protocols for school and District devices which access the internet, (2) instructional practices, monitoring, and reporting procedures, and (3) and required internet safety training provided to a student and parent by the school or the District.

J. School Community Council Chair/School Administrator Responsibilities

- 1. With respect to meetings, the school community council chair (or designee) shall:
 - a. Set each meeting's agenda;
 - b. Conduct each meeting according to the council's rules;
 - c. Keep written minutes which meet the requirements of this policy and law; and
 - d. Welcome and encourage public participation.
- 2. The chair shall also inform council members about resources available on the School LAND Trust website.

[Utah Admin. Rules R277-491-5\(2\) \(December 10, 2018\)](#)

K. Community Council Training

The superintendent or designee shall provide annual training to the community councils of the District. This training shall include education of the chair and vice chair regarding their responsibilities, informing council members about the resources available on the state School LAND Trust website, and educating the members about the following statutes which govern school community councils: [Utah Code § 53G-7-1202](#) (relating to the establishment, composition, and duties of community councils); [Utah Code § 53G-7-1203](#) (regarding open meeting requirements applicable to community councils); and [Utah Code § 53G-7-1206](#) (regarding the School LAND Trust program).

[Utah Code § 53G-7-1202\(8\) \(2019\)](#)

L. Community Councils Open Meetings Requirements—

- 1. School community councils are not a “public body” subject to the requirements of and are exempt from the Utah Open and Public Meetings Act. However, a school community council shall conduct its business in an open and transparent manner according to the following requirements:
 - a. A meeting of a school community council is open to the public.
 - b. A school community council may not close any portion of a meeting.

- c. On or before October 20, the principal shall post the following information on the school's website and in the school office:
 - i. The proposed school community council meeting schedule for the year;
 - ii. A telephone number or email address, or both, where each school community council member can be reached directly; and
 - iii. A summary of the annual report required under [Utah Code § 53G-7-1206](#) on how the school's School LAND Trust Program money was used to enhance or improve academic excellence at the school and implement a component of the school's teacher and student success plan.
 - iv. The school community council shall identify and use methods to provide this information to a parent without Internet access but without using School LAND Trust Program funds.
- d. A school community council shall, at least one week prior to a meeting, post the following information on the school's website:
 - i. a notice of the meeting, time, and place;
 - ii. an agenda for the meeting; and
 - iii. the minutes of the previous meeting.
- e. An agenda required under Subsection (4)(ii) shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic shall be listed under an agenda item on the meeting agenda.
- f. The notice requirement of Subsection (4) may be disregarded and an emergency meeting held if:
 - i. because of unforeseen circumstances it is necessary for a school community council to hold an emergency meeting to consider matters of an emergency or urgent nature; and
 - ii. the school community council gives the best notice practicable of:
 - a. the time and place of the emergency meeting; and
 - b. the topics to be considered at the emergency meeting.
- g. An emergency meeting of a school community council may not be held unless:
 - i. an attempt has been made to notify all the members of the school community council; and
 - ii. a majority of the members of the school community council approve the meeting.

- h. A school community council may not take final action on a topic in a meeting unless the topic is:
 - i. listed under an agenda item as required by Subsection (4)(a); and
 - ii. included with the advance public notice required by Subsection (4).
- i. Written minutes shall be kept of a school community council meeting.
- j. Written minutes of a school community council meeting shall include:
 - i. the date, time, and place of the meeting;
 - ii. the names of members present and absent;
 - iii. a brief statement of the matters proposed, discussed, or decided;
 - iv. a record, by individual member, of each vote taken;
 - v. the name of each person who:
 - a. is not a member of the school community council; and
 - b. after being recognized by the chair, provided testimony or comments to the school community council;
 - c. the substance, in brief, of the testimony or comments provided; and
 - d. any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.
- k. The written minutes of a school community council meeting are a public record under [Title 63G, Chapter 2](#), Government Records Access and Management Act and shall be retained for three years.

[Utah Code § 52-4-103\(9\)\(c\)\(iii\) \(2019\)](#)

[Utah Code § 53G-7-1203 \(2019\)](#)

M. School LAND Trust Program

1. The LAND trust plan is a school's plan to use School LAND Trust Program money to implement a component of the school's teacher and student success plan, including a description of programs, practices, materials or equipment needed to implement the component of the plan.
2. The program developed by the council to use the School LAND Trust funds is subject to the approval of the Board of Education. The program, as approved by the Board of Education, shall be implemented by the school. The school shall provide ongoing support for the council's plan. The school shall also publicize to its patrons and the general public how the School LAND Trust funds were used to implement a component of the

teacher and student success plan and the results of those efforts. The principal shall ensure that the school website fully communicates how parents can directly influence expenditure of School LAND Trust Program funds and includes the dollar amount of funds received by the school each year. Also, the school shall prepare and post on the state School LAND Trust Program website an annual report each fall which details the use of School LAND Trust funds and which assesses the results obtained from the use of those funds. (To assist with this annual report, on or before October 1 each year, the District shall post on the School LAND Trust Program website the amount of funds distributed to each school.) A summary of this report shall be provided to parents or guardians of students attending the school.

3. The council shall create and vote to adopt a LAND trust plan in a meeting of the school community council at which a quorum is present.
4. If a majority of the quorum votes to adopt a LAND trust plan, the LAND trust plan is adopted.
5. A school community council shall:
 - a. post a LAND trust plan that is adopted on the state School LAND Trust Program website; and
 - b. include with the LAND trust plan a report noting the number of community council members who voted for or against the approval of the LAND trust plan and number of members who were absent for the vote.
6. The Board of Education shall approve or disapprove the LAND trust plan. If the Board of Education disapproves a LAND trust plan, the Board will provide a written explanation of the reasons for disapproval and request the council to revise the plan and the council shall submit a revised plan to the Board of Education for approval.
7. Once the Board of Education has approved a LAND trust plan, the school community council may amend the plan by majority vote of the council subject to Board of Education approval.
8. The school shall implement the program as approved, provide ongoing support for the program, and meet State Board of Education reporting requirements regarding financial and performance accountability of the program.
9. The president of the Board of Education shall ensure that the members of the Board are provided annual training on the School LAND Trust Program and its requirements.

[Utah Code § 53G-7-1206 \(2019\)](#)

[Utah Code § 53G-7-1305\(4\) \(2019\)](#)

[Utah Code § 53G-7-1206 \(2019\)](#)

N. Permissible uses of School LAND Trust Program funds

1. School LAND Trust Program expenditures are required to have a direct impact on the instruction of students in the particular school's areas of most crucial academic need. The school community council shall use School LAND Trust Program funds in data-driven and evidence-based ways to improve educational outcomes, including strategies that are measurable and show academic outcomes with multi-tiered systems of support and counselors and educators working with students and families on academic and behavioral issues when a direct impact on academic achievement can be measured.
2. School LAND Trust Program funds may not be used (a) to cover the fixed costs of doing business, (b) for construction, maintenance, facilities, overhead, security, or athletics, or (c) to pay for non-academic in-school, co-curricular, or extracurricular activities.
3. A school community council may budget and spend up to \$7,000 for in-school civic and character education, including student leadership skills training and digital citizenship training. However, such funds may be used for an in-school civic or character education program or activity only if the plan clearly describes how the program or activity has a direct impact on the instruction of students in the school's areas of most critical academic need.
4. A school may use School LAND Trust Program funds as needed to implement a student's Individualized Education Plan.
5. Student incentives implemented as part of an academic goal in the School LAND Trust Program may not exceed \$2 per awarded student in an academic school year.

[Utah Admin. Rules R277-477-4 \(June 7, 2018\)](#)

O. Child Access Routing Plan

The school community council of each elementary and middle school may annually develop a child access routing plan for its school and submit it to the district's school traffic safety committee.

P. Subcommittees and Task Forces

1. A school community council may create subcommittees or task forces to: (1) advise the council; (2) make recommendations to the council; or (3) develop all or part of the plans which the council's duties require it to prepare. Any plan or portion thereof developed by a subcommittee or task force shall be subject to the approval of the council.

2. A school community council may appoint individuals who are not members of the council to serve on a subcommittee or task force (including parents, school employees, or other community members).