School Community Councils

Formation of Community Councils—

Unless the Board of Education has granted an exemption as set out below in Exemption from Council Requirement, each school within the District shall, in consultation with the Board, establish a school community council at the school building level. 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. 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. 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) (2026)

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) (2026)

Composition of Councils—

Each school community council shall consist of school employees (including the school's principal) and parents of students who are attending the school. 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, there are at least two (2) more parent members than school employee members, and the school community council documents the vote in its rules of order and procedure.

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. Each community council shall elect a chair from its parent members and a vice chair from its parent members or school employee members other than the principal.

Utah Code § 53G-7-1202(4), (5)(j) (2026)

Notice of Available Community Council Positions—

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:

1. the dates, times, and location of the election;

2. a list of council positions that are up for election;

3. instructions for becoming a candidate for a community council position;

4. the location where a ballot may be cast; and

5. the means by which a ballot may be cast, whether in person, by mail, or by electronic transfer. At least once per year, on or before October 20, the principal shall post on a single

publicly accessible page of the school website an invitation to parents to serve on the school community council, the dollar amount the school receives each year from that program, the school's current Teacher and Student Success Plan, approved minutes of the school's council meetings for at least a year, a proposed council meeting schedule for the year; a means to directly contact the members of the school community council; a copy of or a link to the school's plan or final report for the most recent two years, consistent with Utah Code § 53G-7-1206; and a copy of or link to the school's current year plan.

Utah Code § 53G-7-1202(5)(c) (2026) Utah Admin. Rules R277-477-4(3)(c) (February 9, 2026) Utah Admin. Rules R277-491-3(1) (February 9, 2026) Utah Admin. Rules R277-491-5(2) (February 9, 2026)

Selection of School Employee Members—

The principal shall serve as an ex officio member with full voting privileges. A school administrator may not serve as chair or vice chair of the school community 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. If the number of employee candidates is less than or equal to the number of open employee positions, no election is required. 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) (2026)

Selection of Parent Members—

Parent members shall be elected by secret ballot by a majority vote of those voting in an election held at the school. Only parents of students attending the school are eligible to vote in this election. However, when elections are held in the spring, parents of students who will be attending the school in the fall are eligible to vote and to be candidates. Ballots cast in this election shall be deposited in a secure ballot box. If the number of parent candidates is less than or equal to the number of open parent positions, no election is required. School community councils may establish procedures that allow for ballots to be clearly marked and mailed to the school in the case of geography or school distances that would otherwise discourage parent participation. Hand-delivered or mailed ballots shall meet the same timelines for voters voting in person. Schools may allow parents to vote by electronic ballot through a District-approved election process consistent with this policy. If a school allows voting by electronic means, the opportunity shall be clearly explained on the school's website including:

1. directions for electronic voting;

2. security provisions for electronic voting;

3. a statement to parents and community members that violations of a school's voting procedures may disqualify a parent's vote or invalidate an election, or both. The principal, or the principal's designee, shall oversee the elections. Results of the election shall be made available to the public upon request. Following the election, the principal shall enter and electronically sign a principal's assurance on the School LAND Trust reporting website (SLT reporting website), affirming the school community council's election, that unfilled positions were filled by appointment as necessary (consistent with Utah Code § 53G-7-1202(5)), and that the council's bylaws or procedures comply with law.

Utah Admin. Rules R277-491-5(1) (February 9, 2026) Utah Admin. Rules R277-491-3(3)(a) (February 9, 2026)

Any parent who qualifies to be a candidate may file or declare himself or herself as a candidate for election to the council. An individual qualifies to be a

candidate if she or he is the parent of a student who will be enrolled at the school during the parent's term of office; however, if the parent is also an educator employed at the school, the parent is not eligible to be a "parent" candidate or member of the council. The election for the parent members shall be held in the spring or in the fall, as determined by each school's principal. However, once the election season has been determined, it must remain the same for at least four years before it can be changed. Spring elections for parent members shall be scheduled by the principal on a date or dates such that the election is completed before the last week of school. For spring elections, the school community council shall attempt to notify the parents of incoming students of the opportunity to run for the council and shall provide those parents with the opportunity to vote in the election. Fall elections for parent members shall be scheduled by the principal on a date or dates near the beginning of the school year. If a parent position on the council remains unfilled following an election or after appointment when no election is required, the other parent members of the council shall appoint a parent who meets the above qualifications to fill the position.

Utah Code § 53G-7-1202 (2026)

Term of Office—

Elected or appointed members of the council shall serve a two (2) year term beginning either the first day of the school year (for spring elections) or on November 1 (for fall elections). However, terms shall be staggered so that no more than approximately half of council members stand for election in any one year. A member's term shall be extended as needed until his or her replacement's term begins (for example, to avoid a gap that would result from a shift from one election season to the other). 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 (2026) Utah Admin. Rules R277-491-3(4) (February 9, 2026)

Principal Reporting—

By or before October 20 of each year, the principal shall:

1. submit a Council Membership Form on the SLT reporting website;

2. submit a Principal Assurance Form on the SLT reporting website;

3. complete the school website requirements relating to available community council positions;

4. submit a final report for the prior school year approved by the Superintendent or District liaison and using the form provided through the SLT reporting website;

5. submit a School LAND Trust plan for the upcoming school year through the SLT reporting website; and

6. ensure all council members have an opportunity to provide a signature verifying their involvement in implementing the current plan and developing the plan for the upcoming year.

Utah Code § 53G-7-1202(5)(g) (2026) Utah Admin. Rules R277-477-4(3), (4) (February 9, 2026) Utah Admin. Rules R277-491-5(2) (February 9, 2026)

Exemption from Council Requirement—

A school may, on an annual basis, obtain a full or partial exemption from the requirement to establish a school community council based on participation barriers due to low enrollment, Board-approved consolidation with another school, challenges with ongoing parent involvement, or the school's status as a special- program school. Before requesting exemption, the principal and existing council members must:

1. Provide notice of the council election to all eligible parents as set out in Notice of Available Community Council Positions, above;

2. Provide information to eligible parents of the important responsibilities of a school community council;

3. Encourage eligible parents to file for election to the school community council;

4. Identify the current community council meeting time and, if necessary, reschedule the meeting to facilitate attendance by parents;

5. Offer an electronic meeting option consistent with Utah Code § 53G-7-1203;

6. Provide support for parents needing translation services; and

7. Following an election, encourage eligible parents to accept appointment to fill vacant seats on the council as provided in Selection of Parent Members, above. If the foregoing requirements have been met and the school has not filled its council seats, the principal and council members shall encourage the following to fill parent positions before requesting an exemption: (a) grandparents or stepparents who live in the same household as a student in the school and (b) a parent who teaches at the school and has a student attending the school. If the school has completed the above requirements and has not been able to form its council as required in this policy the school may then request a full or partial exemption from the council requirement by submitting an exemption request to the

Board using the form established by the State Superintendent. The request shall include the name of the District, the name of the school, whether the school seeks a full or partial exemption, and the rationale for the exemption. The Board may grant full exemption or partial exemption. When full exemption is granted, the school community council shall consist of the principal and the school is not required to meet the council signature form requirements. The school is not required to hold public council meetings and is not required to post the following on its website: the means for contacting council members, the proposed council meeting schedule for the coming year, the year of approved minutes, notice of the next council meeting, notice of the next meeting agenda, and draft minutes of the prior meeting. When a partial exemption has been granted, the council shall at a minimum consist of one parent member and the principal and the council shall continue to include stakeholder input in decision making related to the School LAND Trust plan through accessible means. An exemption is valid for one school year. An exemption can be renewed by following the procedures above each year. If the Board approves an exemption, the Board shall provide the State Superintendent with a copy of the exemption request and of the Board meeting minutes for the meeting where the Board approved the exemption.

Utah Admin. Rules R277-491-4 (February 9, 2026)

Duties of Councils—

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 a plan 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) (2026) Utah Admin. Rules R277-491-7(1)(b)(iii), (2) (February 9, 2026)

Each school community council shall also:

1. Create a School LAND Trust plan for the school in accordance with § 53G-7-1206 and as set out below; and

2. 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, the school's positive behaviors plan, and other issues relating to the community environment for students.

Utah Code §53G-7-1202(3) (2026)

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.) 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), (b)(ii) (2026)

To assist the community council in fulfilling these responsibilities, the District and school shall provide the community council with an annual report that outlines the processes and steps the administration implements to provide a safe school environment, including a responsible and safe online experience for students and which includes the data and information necessary to engage the school community council in an annual discussion to fulfill its responsibilities. In addition, the principal shall annually provide the council with a report which summarizes the current safety principles and practices used by the District and school regarding technology and digital citizenship, 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.

Utah Code § 53G-7-1202(3) (2026) Utah Admin. Rules R277-491-7(3) (February 9, 2026)

Duties of Council Chair—

With respect to meetings, the school community council chair (or designee) shall:

1. Set each meeting's agenda;

2. Conduct each meeting according to the council's rules;

3. Keep written minutes which meet the requirements of this policy and law; and

4. Welcome and encourage public participation. The chair shall also inform council members about resources available on the School LAND Trust website.

Utah Admin. Rules R277-491-6(2) (February 9, 2026)

Community Council Meeting Procedures—

Each community council shall adopt rules of order and procedure to govern its meetings which prescribe parliamentary procedure, ethical behavior, and civil discourse. The council's meetings shall be conducted in accordance with these rules. These rules shall also outline the process for (1) electing the school community council (including the number of parent members and school employee members and member positions beginning in odd years or even years to ensure half of the council member positions are open for election each year), (2) electing a chair and vice chair (3) removing from office a member who moves away or fails to attend meetings regularly, and (4) for a member to declare a conflict of interest. Copies of these rules shall be made available at each meeting of the council and shall be posted on the school's website.

Utah Code § 53G-7-1203(9) (2021) Utah Admin. Rules R277-491-7(1) (February 9, 2026)

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) (2026)

Community Councils Open Meetings Requirements—

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:

1. A meeting of a school community council is open to the public.

2. A school community council may not close any portion of a meeting.

3. 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.

a. 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.

4. The notice requirement of Subsection (4) may be disregarded and an emergency meeting held if:

a. 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

b. the school community council gives the best notice practicable of:

i. the time and place of the emergency meeting; and

ii. the topics to be considered at the emergency meeting.

5. An emergency meeting of a school community council may not be held unless:

a. an attempt has been made to notify all the members of the school community council; and

b. a majority of the members of the school community council approve the meeting.

6. A school community council may not take final action on a topic in a meeting unless the topic is:

a. listed under an agenda item as required by Subsection (4)(a); and

b. included with the advance public notice required by Subsection (4).

7. Written minutes shall be kept of a school community council meeting.

8. Written minutes of a school community council meeting shall include:

a. the date, time, and place of the meeting;

b. the names of members present and absent;

c. a brief statement of the matters proposed, discussed, or decided;

d. a record, by individual member, of each vote taken;

e. the name of each person who:

i. is not a member of the school community council; and

ii. after being recognized by the chair, provided testimony or comments to the school community council;

iii. the substance, in brief, of the testimony or comments provided; and

iv. any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.

9. 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(7)(c)(iii) (2026) Utah Code § 53G-7-1203 (2021)

School LAND Trust Program—

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 plan. The program developed by the council to use the School LAND Trust funds is subject to the approval of the Board of Education as set forth below. 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 and responsibilities. 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 reporting website an annual report before the council submits a plan for the following year 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, the District shall record expenditures of School LAND Trust Program funds through a financial reporting system identified by the State Board of Education.) A summary of this report shall be provided to parents or guardians of students who attend the school. 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. If a majority of the quorum votes to adopt a LAND trust plan, the LAND trust plan is adopted. A school community council shall:

1. post a LAND trust plan that is adopted on the SLT reporting website; and

2. 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. In preparing the LAND trust plan, the school community council shall annually review school wide assessment data. The plan shall:

1. identify priority areas of greatest need consistent with District priorities;

2. establish student centered academic goal statements;

3. select measurement tools and baselines for each academic priority area; and

4. develop action steps and identify School LAND Trust Program fund expenditures for data-driven and evidence-based ways to improve educational outcomes, supporting the academic components of the school's teacher and student success plan framework and the priorities of the Board of Education. The Board of Education may appoint an individual to fulfill LAND trust program responsibilities under the Board's supervision. This individual is the "District liaison." The Board of Education and Superintendent shall approve or disapprove the LAND trust plan. The Superintendent or District liaison shall collaborate with the Board of Education to establish a timeline, including a deadline, for a school to submit its LAND trust plan on the SLT reporting website. This timeline shall require that the plan be ready for review by the State Superintendent no later than May 15, allowing sufficient time for the Board of Education and Superintendent to review the plan and approve it or return it for necessary changes. Before approving a plan, the Board of Education and Superintendent shall review it to confirm that the plan contains:

1. priority academic areas listed in Utah Administrative Rules R277-477-5(3) or District-approved academic areas of greatest need for improvement;

2. academic goal statements that align with the areas identified above and have direct impact on student learning;

3. measurement tools and baseline data for each academic area to assess progress and improvement toward the goals;

4. specific action steps designed to achieve the academic goals;

5. detailed and specific expenditures to carry out the action steps and support academic improvement in the plan goals;

6. an explanation for any planned carry-over that exceeds the school's applicable carry-over limit; and

7. the date the council approved the plan, verified by the council vote that corresponds with the council membership in the Council Membership Form. The Board of Education and Superintendent shall also determine whether the plan is evidence-based and consistent with the District's pedagogy, programs, and curriculum. The Board of Education may not require a school or school community council to expend the school's LAND trust funds on a specific use or set of uses. If the Board of Education and Superintendent disapproves a LAND trust plan, they 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 and Superintendent for approval.

Approval of the plan constitutes certification that the plan has been through all District-level reviews and that the plan meets the requirements of statute and rule. After the Board of Education and Superintendent have approved a LAND trust plan, the Superintendent or District liaison shall enter the date of approval on the SLT reporting website and notify the State Superintendent that the plan is ready for the State Superintendent's review. Once the Board of Education and Superintendent have approved a LAND trust plan, the school community council may amend the plan by majority vote of the council subject to Board of Education and Superintendent approval. A principal shall submit the plan amendment to the Board and Superintendent through the LAND Trust website, including the date of the amendment and number of votes for, against, and absent. The Board and Superintendent shall consider the amendment for approval, approve or deny the amendment, and notify the State Superintendent when the amendment is ready for review. The school shall implement the program as approved, provide ongoing support for the council's plan and responsibilities, and meet State Board of Education reporting requirements regarding financial and performance accountability of the program. The principal shall submit a final report on the SLT reporting website annually before the plan for the upcoming year is submitted. The report shall include audited expenditure data from the state's financial system. The school shall provide an explanation for any carry-over that exceeds the school's applicable carry-over limit in a given year. The Superintendent or District liaison shall ensure that the final report includes clear explanations of plan implementations and expenditures, substantiated by a comparison to the District's detailed expenditure records for the school and that it meets the confidentiality requirements of Utah Admin. Rules R277-487 before March 1 to allow for the review required by Utah Admin. Rules R277-477-7.

Utah Code § 53G-7-303(1)(a) (2025) Utah Code § 53G-7-1206 (2026) Utah Code § 53G-7-1305(4) (2026) Utah Admin. Rules R277-477-2(9), (19) (February 9, 2026) Utah Admin. Rules R277-477-4(5), (6), (7), (9), (10) (February 9, 2026) Utah Admin. Rules R277-477-5(1), (2), (3), (7) (February 9, 2026) Utah Admin. Rules R277-477-7 (February 9, 2026) Utah Admin. Rules R277-477-8 (February 9, 2026)

The president of the Board of Education shall ensure that the members of the Board, the Superintendent, Business Administrator, and District liaison are provided annual training on the School LAND Trust Program and its requirements.

Utah Code § 53G-7-1206(7) (2026) Utah Admin. Rules R277-477-4(9)(c) (February 9, 2026)

Permissible uses of School LAND Trust Program funds—

School LAND Trust Program expenditures shall have a direct impact on the instruction of students in the particular school's areas of most crucial academic need

and consistent with the academic priorities of the Board of Education to increase achievement in English, language arts, mathematics, and science, and for secondary schools to increase graduation rates and promote college and career readiness. The School LAND Trust Program plan may include counselors and educators working with students and families on academic and behavioral issues when a direct impact on academic achievement can be measured; The plan may include addressing absenteeism when a direct impact on academic achievement can be measured. School LAND Trust Program funds may not be used for (a) costs related to district or school administration, including accreditation, (b) expenses for construction, maintenance, facilities, overhead, furniture, storage of student personal property, security, or athletics, or (c) expenses for non-academic activities. (A “non- academic activity” is an activity, item, or use of funds that does not have a direct impact on a learning objective, skill, concept, or subject area within the official Utah core standards for k-12 education.) A school that demonstrates appropriate progress and achievement consistent with the academic priorities of the Board of Education may request Board approval of a plan to address other academic goals if the plan includes (a) how the goal is in accordance with the core standards established by the State Board of Education in

Utah Administrative Rules R277-700, (b) how the action steps for the goal are data-

driven, evidence-based, and have a direct impact on the instruction of students consistent with the requirements above, (c) the data driving the decision to spend the School LAND Trust Program funds for these academic needs, and (d) the anticipated data source the school will use to measure progress. Student incentives implemented as part of an academic goal in the School LAND Trust Program may not exceed $4 per awarded student in an academic school year. (This limit does not apply to expenditures for academic instructional materials for students.)

Utah Admin. Rules R277-477-2(15) (February 9, 2026) Utah Admin. Rules R277-477-5(3), (4), (5), (8) (February 9, 2026)

Child Access Routing Plan—

Each school community council shall annually develop a child access routing plan for its school and submit it to the school traffic safety committee.

Utah Code § 53G-4-402(19)(c)(i) (2026) Utah Code § 53G-7-1202(3)(a)(ii)(C) (2026)

Subcommittees and Task Forces—

A school community council may create subcommittees or task forces to advise the council or make recommendations to the council, or to develop all or part of the plans that the council’s duties require it to prepare. However, any plan or portion thereof developed by a subcommittee or task force shall be subject to the approval of the council.

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).

Utah Code § 53G-7-1202(6) (2026)

No separate Millard local provision was inserted in this policy. Source material was reviewed and was either already carried forward by the USBA model, belongs in another more specific policy location, or no separate adopted Millard source was identified.

Source Traceability

Source	Use in this policy
2026 USBA Model Policies, GE - School Community Councils.	Retained as the controlling model policy text and legal framework.
MSD Policy 7005, School Community Councils, approved 2020.	Reviewed for unique Millard value. Local provisions were inserted only where they added implementation value and did not duplicate the USBA model.

Disposition Note

USBA GE was retained without separate Millard insertion. MSD Policy 7005, approved 2020, was reviewed, and the 2026 USBA GE model already carries forward the substantive Millard school community council provisions with updated state-law references, website posting requirements, meeting procedures, LAND Trust plan requirements, permissible use rules, training, and reporting language. Duplicate local text was not inserted.