

# Davis School District Policy and Procedures

**Subject:** 10CR-004 School Community Council  
**Index:** Community Relations – *Parental and Community Involvement in Schools*  
**Revised:** August 6, 2019

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## 1. PURPOSE AND PHILOSOPHY

The Board of Education of Davis School District (Board) recognizes the importance of collaborative decision making in the school community and that a sense of shared ownership is created when the people closest to implementation of the decision are a part of the process. This policy provides standards and procedures for the establishment and operation of school community councils in all Davis School District (District) schools for the purpose of involving parents in decision making at the school level; improving the education of students; prudently expending School LAND Trust Program monies through collaboration; and increase public awareness of school trust lands and related policies.

## 2. DUTIES OF COMMUNITY COUNCIL

- 2.1. Each school in the District shall elect and utilize a school community council in its building. Each school community council shall:
  - 2.1.1. create the School LAND (Learning And Nurturing Development) Trust Program and LAND Trust plan focusing on the school's identified most critical academic needs in accordance with Utah Code [§53G-7-1206](#) and Utah Administrative Code [R277-477-3](#); and
  - 2.1.2. advise and make recommendations to school and District administrators and the Board regarding:
    - [a] the school and its programs;
    - [b] District programs;
    - [c] a child access routing plan in accordance with Utah Code Ann. §53G-4-402;
    - [d] other issues relating to the community environment for students;
  - 2.1.3. provide for education and awareness on safe technology utilization, digital citizenship, and safety principles at the school; and
  - 2.1.4. partner with the school's principal and 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, in accordance with the District's digital teaching and learning plan.
- 2.2. School community councils may function in an advisory capacity in other areas as determined by the school's administration or by District policy.
- 2.3. Any plan developed by a subcommittee or task force appointed by the school community council shall be subject to the approval of the council.
- 2.4. A school or District administrator may not prohibit or discourage a school community council from discussing any issue or concern not prohibited by law or offering advice or recommendations regarding the school and a school program, a District program, the curriculum, or the community environment for a student.

## 3. MEMBERSHIP

- 3.1. Each school community council shall consist of school employee members and parent or guardian members as defined in this policy.
- 3.2. Ideally, each school community council in a high school should have six (6) parent or guardian members and four (4) school employee members, including the principal; junior high schools and elementary schools should have four (4) parent or guardian members and

two (2) school employee members, including the principal.

3.2.1. A school community council may determine the size of the school community council by a majority vote provided that:

[a] the membership includes two or more parent or guardian members than the number of school employee members; and

[b] there are at least two (2) school employee members on the school community council.

3.2.2. The number of parent members of a council who are not educators employed by the District shall exceed the number of parent members who are educators employed by the District.

3.2.3. If, after the election, the number of parent members who are not educators employed by the District does not exceed the number of parents who are educators employed by the District, the parent members shall appoint one or more parent members to the council so the number of parent members who are not educators employed by the District exceeds the number of parent members who are educators employed by the District.

3.3. A school community council may appoint non-voting members to serve on the council (i.e., business or community leaders, students in secondary schools).

3.4. A school community council may appoint individuals who are not council members to serve on a subcommittee or task force, including parents or guardians, school employees, or other community members to:

3.4.1. advise or make recommendations to the council; or

3.4.2. develop all or part of a plan listed in section 2.1 and 2.2 of this policy.

#### **4. ELECTION OF MEMBERSHIP**

4.1. Each school shall establish a timeline for election of parent or guardian members of a school community council; the timeline shall remain consistent for at least a four-year period.

4.1.1. The election shall be held in the fall, near the beginning of the school year, or held in the spring prior to the last week of school.

4.1.2. If the election is held in the spring, the school community council shall attempt to notify parents of incoming students about the opportunity to run for council and provide for an opportunity to vote in the election.

4.2. Each school employee member, other than the principal, shall be elected by secret ballot by a majority vote of the school employees and serves a two-year term. The principal shall serve as a council member with full voting privileges.

4.3. Each parent or guardian member shall be elected by secret ballot at an election held at the school by a majority vote of those voting and serves a two-year term.

4.3.1. A parent or guardian of a student who meets the qualifications established by this policy may file or declare the parent's or guardian's candidacy for election to a school community council.

4.3.2. A parent or guardian may vote for the school community council parent members if the parent's child is enrolled at the school; or if the school holds the election in the spring, the parent's child will be enrolled at the school the following school year.

4.4. The school principal or designee shall provide notice of the school community council elections at least ten (10) days before the date that voting commences for the elections held in accordance with this policy.

4.5. The notice of elections shall include:

4.5.1. the dates, times, and location of the elections;

4.5.2. the means by which a ballot may be cast;

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

4.5.4. information for becoming a candidate for a community council position.

- 4.6. The principal, or designee, shall oversee the elections held under this policy. Paper ballots shall be deposited in a secure ballot box. A school may allow parents to vote by electronic ballot if the school clearly explains on its website the opportunity to vote by electronic means.
- 4.7. If a position on a school community council remains unfilled after an election is held, members of the council from the group to which that position belongs (i.e., parent or employee) shall appoint an individual who meets the required qualifications. The chair or vice-chair of the school community council shall notify the Board of each appointment made by a local school community council. A member appointed to a school community council pursuant to this policy shall serve a two-year term.
- 4.8. A school need only conduct an election if the school community council position(s) are contested.
- 4.9. Initial terms shall be staggered so that approximately half of the council members stand for election each year.
- 4.10. A school community council member may serve successive terms provided the member continues to meet the definition of a parent or guardian member or school employee member as specified in this policy.
- 4.11. After the school community council is seated each year, the chair shall be elected by the school community council from the parent members and the vice-chair shall be elected by the school community council from the parent or school employee members. A principal may not serve as a vice-chair of council.
- 4.12. School community councils shall set the beginning date of the term of office for community council members.

**5. NOTIFICATIONS THROUGH SCHOOL WEBSITES**

- 5.1. Public Notice of Meetings
  - 5.1.1. The school community council chair or designee shall, at least one week prior to a meeting, post the following information on the school's website:
    - [a] notice of the meeting date, time, and place;
    - [b] an agenda for the meeting; and
    - [c] draft minutes of the previous meeting.
  - 5.1.2. The notice requirement may be disregarded if, 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 the provisions of Utah Code Ann. §53G-7-1203(-7) are met.
  - 5.1.3. An agenda shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting.
- 5.2. Information to School and Community
  - 5.2.1. Annually, on or before October 20 each year, the principal shall provide the following information on the school website, in the school office, and if needed, through a method that the school community council decides is best for the parents at the school who do not have internet access:
    - [a] A list of the members of the school community council and each member's direct email or phone number, or both;
    - [b] The proposed school community council meeting schedule; and
    - [c] A summary of the annual report required under Utah Code Ann. §53F-2-404 on how the school's School LAND Trust program money was used to enhance or improve academic excellence at the school.
  - 5.2.2. School websites shall fully communicate the opportunities provided to parents about serving on the school community council and how parents can directly influence the expenditure of the School LAND Trust funds.

- 5.2.3. School websites shall provide information on the dollar amount received each year from the School LAND Trust Program.
- 5.2.4. School websites shall post rules of order and procedure adopted by the school community council.

**6. OPEN AND PUBLIC MEETINGS**

- 6.1. Records of Open and Public Meetings
  - 6.1.1. Written minutes shall be kept of all school community council meetings and maintained, as approved, for three (3) years as the official record of action taken at each meeting.
  - 6.1.2. Written minutes shall include:
    - [a] the date, time, and place of the meeting;
    - [b] the names of the council 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 is not a council member who was recognized by the presiding council member and presented testimony or comments to the council and a brief summary of their testimony or comments; and
    - [f] any other information that is a record of the proceedings of the meeting that any council member requests be entered in the recording and minutes.
- 6.2. Conducting Open and Public Meetings
  - 6.2.1. School community councils shall conduct deliberations and take action openly. School community councils' responsibilities do not allow for closed meetings, consistent with the purposes of Utah Code Ann §53G-7-1203.
  - 6.2.2. School community councils shall adopt rules of order and procedure to govern public meetings. The rules shall be followed in conducting meetings, be posted on the school website, and available at each meeting.

**7. TRAINING**

- 7.1. Training for members of the school community councils shall be prepared under the direction of the Board or its designee.
- 7.2. The school community council chair, assisted by the school administrator, shall ensure that council members received the annual training prepared by the Board or its designee.
- 7.3. Annual training for school community council shall include training:
  - 7.3.1. for the chair and vice-chair about their responsibilities;
  - 7.3.2. on resources available in the School LAND Trust website; and
  - 7.3.3. about the school community council requirements of Utah Code Ann. §53G-7-1202, §53G-7-1203, §53G-7-1206, and §53F-2-404.
- 7.4. The Board president shall ensure that the members of the Board are provided with annual training on the requirements of the School LAND Trust Program. Notice of training shall be provided to the Utah State Office of Education School Children's Trust Section via email of Board minutes identifying training information.

**DEFINITIONS**

“**Contested race**” means the election of members to a school community council when there are more candidates than open positions.

“**Digital citizenship**” means the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security.

“**Educator**” means a person who is employed by the school district where the person’s child attends school and holds a current educators license.

“**Most critical academic need**” means an academic need identified in a school’s Teacher and Student Success Plan.

“**Parent or guardian member**” means a member of a school community council who is a parent or guardian of a student who is attending the school; will be enrolled at the school at any time during the parent’s or guardian’s term of office. May not include an educator that the school employs.

“**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.

“**School employee member**” means a member of the school community council that the school or school district employs at the school, including the principal.

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**REFERENCES**

[Utah Code Ann. §53G-7-1202](#) – School community councils Duties – Composition – Elections.

[Utah Code Ann. §53G-7-1203](#) – School community councils – Open and Public meeting requirements.

[Utah Code Ann. §53G-7-1206](#) – School LAND Trust Program.

[Utah Code Ann. §53F-2-404](#) – School LAND Trust Program distribution of funds.

[Utah Administrative Code R277-477-3](#) – Distribution of Funds from the Interest and Dividend Account School Trust LAND Trust Funds and Administration of the School LAND Trust Program.

[Utah Administrative Code R277-491](#) – School Community Councils.

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**OTHER LINKS**

[Davis School District School Community Council Membership and Duties Guidelines](#)

[School LAND Trust Website](#)

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**DOCUMENT HISTORY:**

**Adopted: November 5, 2002**

**Revised: May 1, 2006** – Updates to comply with legislative changes. Define parent and school employee.

**Revised: October 16, 2007** – Technical change. Child Access Routing Plans (CARP) is now Student Neighborhood Access Program (SNAP) Plans.

**Revised: May 1, 2008** – Technical change to make updates to law from legislation in the 2008 legislative session HB129, HB189, and HB254.

**Revised: October 21, 2008** – Technical changes to comply with administrative rule changes.

**Revised: August 4, 2009** – Technical changes to comply with State law and administrative rule changes. Added section 6, school community councils must comply the Utah Open and Public Meetings Act. Updated guidelines to comply with changes in how School LAND Trust funds can be used.

**Revised: September 1, 2009** – No content change, renumbered from 10CR-201 to 10CR-004 with reorganization of Policy Table of Contents.

**Revised: July 12, 2011** – Policy amended by consent reflect changes as a result of legislative revisions to state law pertaining to the membership, selection, and operation of school community councils.

**Revised: May 1, 2012** – Updated with minor revisions made consistent with changes in State law and rule. Modifies provisions related to membership of council. Requires the number of parent members who are not educators employed by the district to exceed the number of parent members who are educators employed by the school district. Requires council include two or more parent members than number of school employee members. Modifies requirements for the operation of councils related to notice of positions, hold an election, and exempts a council from the Open and Public Meetings Act.

**Revised: September 5, 2013** – Minor revisions consistent with changes in law and rule.

**Revised: June 18, 2014** – Updated policy with minor revisions consistent with changes in law and rule.

**Revised November 18, 2015** -- Update to mirror revisions in 2015 Legislative Session and State Rules. SCC advises regarding safe use of technology, authorization of electronic voting, SCC participates in Turnaround Plan, and changes in list of approved purchase items.

**Revised: July 12, 2016** - Update to comply with revisions in legislation and administrative rule. Listed all required elements to be on a school's webpage under Section 5.

March 8, 2018 - Education code references updated in accordance with 2018 recodification.

**Revised: August 6, 2019** - Updated to comply with changes in state law and administrative rules. HB303 (2019) incorporate safety principles at the school and SB149 (2019) repeals school improvement and reading achievement plans.