

---

# School Community Council

---

Davis School District

---

Related DSD Policy 10CR-004  
REVISED: August 6, 2019

---

# School Community Council Membership & Duties Guidelines

## Davis School District

Each school in the Davis School District must establish a School Community Council. The following guidelines provide the legal requirements for School Community Councils. Further detail regarding individual plans which require School Community Council participation can be found in the references cited in the body of this document.

Not every detail of how to establish and manage a School Community Council is set forth in either this document or in District policy. It is the responsibility of the school's administration to work with its council in making such determinations and establishing by-laws for the council.

### MEMBERSHIP

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.

#### 1. NUMBER OF MEMBERS

- a. High School – Ideally, each school community council for a high school shall have six parent or guardian members and four school employee members, including the principal.
- b. Junior High and Elementary – Ideally, each school community council in a junior high or elementary school shall have four parent or guardian members and two school employee members, including the principal.
- c. Exceptions –
  - i. A school community council may determine the size of the school community council by a majority vote of a quorum of the school community council, provided that the number of parent and guardian members exceeds the number of school employee members by at least two, and there are at least two school employee members on the school community council.
  - ii. 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 parents 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.

#### 2. ELECTION OF MEMBERS

- a. School Employee Members – 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.
  - i. School employee member means a member of a school community council who is a person employed at a school by the school or school district, including the principal.

## School Community Council Membership & Duties Guidelines

### Davis School District

- ii. The principal shall serve as an ex officio council member with full voting privileges.
  - iii. If a school employee position on a school community council remains unfilled after an election is held, the other school employee members of the council shall appoint a school employee to fill the position.
- b. Parent or Guardian Members – Each parent or guardian member shall be elected at an election held at the school by secret ballot by a majority vote of those voting at the election and serves a two-year term.
- i. 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 during the parent’s or guardian’s term of office; may not include an educator who is employed at the school.
  - ii. A parent or guardian may vote for 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. 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 the council, and provide those parents with the opportunity to vote in the election.
  - iii. A parent or guardian of a student qualifies to be a candidate for election to a school community council consistent with the definition of parent member in i above.
  - iv. 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.
  - v. Any parent or guardian of a student who qualifies as a candidate may declare the parent’s or guardian’s candidacy for election to a school community council.
  - vi. If a parent or guardian position on a school community council remains unfilled after an election is held, the other parent and guardian members of the council shall appoint a parent or guardian who meets the qualifications of this section to fill the position.
- c. Notice of Elections –Principal shall provide notice of the school community election at least ten (10) days prior to the election. This notice shall include the date; the time during which a ballot may be cast; the location where a ballot may be cast; the means by which a ballot may be cast, whether in person, by mail, or by electronic transfer; and the positions that are up for election, and instructions about becoming a candidate in the election.
- d. Call for Candidates – The notice of elections should list council positions that are up for election, information for becoming a candidate for a community council position, and set a date by which a candidate must be nominated or submit their own name for the election so that appropriate ballots may be prepared in advance of the election. An individual who has been nominated by another person should not be placed on a ballot without first seeking the consent of the nominee.

## School Community Council Membership & Duties Guidelines

### Davis School District

- e. Timing of Elections – 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. 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.
  - f. Oversight of Elections – The principal, or designee, shall oversee the elections held under Subsections (2)(a) and (2)(b). Paper ballots shall be deposited in a secure ballot box. A school may allow parents to vote by electronic ballot if the school shall clearly explain on its website the opportunity to vote by electronic means.
  - g. Results – Results of the elections held under Subsections (2)(a) and (2)(b) shall be made available to the public upon request.
  - h. Contested race – A school need only conduct an election if the school community council position(s) are contested.
  - i. Change in statute or rule affecting composition – In the event of a change in statute or rule affecting the composition of a school community council, council members who were duly elected or appointed prior to the change may complete the terms for which they are elected.
3. TERM OF OFFICE
- a. A member elected or appointed to a school community council shall serve a two-year term.
  - b. Each school shall set the beginning date of the term of office for school community members.
  - c. Initial terms shall be staggered so that approximately half of the council members stand for election each year.
  - d. Council members may serve successive terms provided the member continues to meet the definition of a parent or guardian or school employee.
4. COMMUNITY COUNCIL OFFICERS. 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, excluding the principal. The council may appoint or elect other officers from the members of the council as it sees fit.
5. SUBCOMMITTEES AND TASK FORCES
- a. A school community council may create subcommittees or task forces to:
    - i. advise or make recommendations to the council;
    - ii. develop all or part of the plans listed above.

## School Community Council Membership & Duties Guidelines

### Davis School District

- b. Any plan or part of a plan developed by a subcommittee or task force shall be approved by the council.
  - c. A school community council may appoint individuals who are not council members to serve on a subcommittee or task force, including parents, school employees, or other community members.
6. PARENT ORGANIZATION REPRESENTATION – Efforts and activities sponsored by parent organizations are of great importance to the success of each school. Efforts should be made by school community councils to coordinate with the parent organization(s). To further this purpose, it is recommended that:
- a. Every effort should be made to encourage at least one representative of the school’s parent organization(s) to place his/her name on the ballot for election as a parent member of the school community council;
  - b. Should a representative of the school’s parent organization(s) not be elected, councils are encouraged to appoint a representative as an “advisory member” to assure input from and coordination with the parent organization’s efforts.
7. REMOVAL FROM OFFICE – School Community councils are encouraged to establish clear and written procedures governing the removal from office of a member who moves away or consistently does not attend meetings, and additional clarifications to assist in the efficient operation of school community councils, consistent with the State law and rule.

## School Community Council Membership & Duties Guidelines

### Davis School District

#### DUTIES OF COMMUNITY COUNCIL

The Board of Education of Davis School District (Board) has final and absolute authority in many school governance issues including school district employment, curriculum, calendaring, and planning decisions. School community councils are established for the purpose of involving parents in decision making at the school level and prudently expending School LAND Trust Program money for the improvement of students' education.

1. SCHOOL LAND TRUST PROGRAM – The school community council or a subcommittee of the council shall create a School LAND (Learning and Nurturing Development) Trust plan to use the school's allocation distributed under Utah Code §53F-2-404.
  - a. The plan shall outline how the school will use the School LAND Trust Program allocation for the implementation of a component of the school's success plan, including:
    - i. the school's identified most critical academic needs;
    - ii. a recommended course of action to meet the identified academic needs;
    - iii. a specific listing of any programs, practices, materials, or equipment which the school will have a direct impact on the instruction of students and result in measurable increased student performance; and
    - iv. how the school intends to spend the school's allocation of funds under this section to enhance or improve academic excellence at the school.
  - b. The school may develop a multi-year plan, but the plan shall be approved by the school community council and the Board annually and as a prerequisite to receiving program funds allocated under this section.
    - i. The school community council shall 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.
    - ii. The school community council shall submit the approved LAND trust plan to the Board for approval and include with the plan a report noting the number of school community council members who voted for or against the approval of the plan and the number of members who were absent for the vote.
  - c. It shall be the responsibility of the school staff to:
    - i. implement the LAND trust plan;
    - ii. provide ongoing support for the LAND trust plan; and
    - iii. meet State Board of Education reporting requirements regarding financial and performance accountability of the program.
  - d. The council or its subcommittee shall prepare and present an annual report of the LAND trust plan to the Board each fall. The report shall detail the use of program funds and an assessment of the results obtained from the use of the funds. A summary of the report shall be provided to parents or guardians of students attending the school.
  - e. A plan, having been approved by the council and the Board may be amended subject to a majority vote of the council and the Board.

## School Community Council Membership & Duties Guidelines

### Davis School District

- f. Use of Funding
- School LAND Trust Funds shall only be used to directly impact instruction and enhance academic excellence in reading, writing, mathematics, science, social studies, technology, fine arts, foreign language, and career education in high schools.
- i. **Acceptable use of School LAND Trust Program funds include the following:** a credit recovery course or program; a study skills class; a college entrance exam preparation class; an academic field trip; classroom equipment or materials, including flashcards, math manipulatives, a calculator, microscope, map, or book; a teacher, teacher aide, tutor, or other personnel if an employee paid out of School LAND Trust funds spends at least 75% of the employee's time interacting with, instructing, or preparing to instruct a student in an approved academic area; professional development directly tied to a school's academic goals, including a faculty meal, per diem, and travel required as a part of a professional development directly tied to a school's academic goals; student focused educational technology, including hardware and software, computer cart, work station, projector, and smart board; a book, textbook, workbook, library book, bookcase, magazine, and audio-visual material; a student planner; and a nominal student incentive that is academic in nature or of nominal total cost.
  - ii. **Expenditures ineligible for School LAND Trust Program funding include the following:** security costs; a phone, cell phone, electric, HVAC, or other utility; a facility, building, or maintenance costs; sports and playground equipment; an athletic or intramural program; an extra-curricular non-academic expenditure; an audio-visual system in a non-classroom location; a non-academic field trip; an expense for a council meeting, parent night, orientation, training, or similar meeting or event; mailing costs; accreditation costs; administrative, clerical, or secretarial costs, technical support, or maintenance including for repair of an item not purchased with School LAND Trust funds; cash or cash equivalent incentives, including a gift card of any type regardless of the recipient; furniture; a staff bonus; and a similar non-instructional item or program.
  - iii. A council may budget and spend no more than \$7,000 of the school's annual allocation of funds for in-school civic and character education, including student leadership skills training and digital citizenship training, and implementing school safety principles. A school may designate funds to implement school safety principles for an in-school civic and character education program or activity only if the plan clearly describes how the program or activity has a direct impact of the instruction of students in a school's areas of most critical academic need. Notwithstanding other provisions in Utah Administrative Code R277-477, a school may use funds as needed to implement students' IEPs. 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.
- g. Written Assurances
- Following the election, the principal shall enter and electronically sign on the School

## School Community Council Membership & Duties Guidelines

### Davis School District

LAND Trust website a Principal's Assurance Form affirming the school community council's election, that vacancies were filled by election if necessary, and that the school community council 's bylaws or procedures comply with Utah Code §53G-7-202 and Utah Administrative Codes R277-477 and R277-491.

2. ADVISE AND MAKE RECOMMENDATIONS – The School Community Council shall 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 Section §53G-4-402;
  - d. safe technology utilization, digital citizenship, and safety principles at the school; and
  - e. other issues relating to the community environment for students.
  
3. SAFE TECHNOLOGY UTILIZATION AND DIGITAL CITIZENSHIP. The School Community Council shall 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 Utah law and the District's digital teaching and learn plan; and provide for education and awareness on safe technology utilization and digital citizenship that empowers:
  - a. a student to make smart media and online choices; and
  - b. a parent or guardian to know how to discuss safe technology use with the parent's or guardian's child.

A school community council's School LAND Trust Program plan may not conflict with the District's approved plan related to a digital teaching and learning grant awarded to the District under Utah Code Ann. Title 53F, Chapter 2, Part 5.
  
4. SAFETY PRINCIPLES AT THE SCHOOL. The School Community Council shall work with students, families, and educators to develop and 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.

To accomplish the education and awareness component of this provision, the School Community Council may partner with one or more non-profit organizations and/or delegate these tasks to a subcommittee.



# School Community Council Membership & Duties Guidelines

## Davis School District

### OPEN AND PUBLIC MEETINGS AND NOTIFICATION REQUIREMENTS

School Community Councils are established under Utah Code Ann. §53G-7-1202 and must take their actions openly and conduct their deliberations openly. A school community council is exempt from the Open and Public Meetings Act.

#### 1. NOTICE OF OPEN AND PUBLIC MEETINGS

- a. The school community council chair or vice-chair, with assistance from the school administration shall, at least one week prior to a meeting, post the following information on the school's website:
  - i. notice of the meeting date, time, and place;
  - ii. an agenda for the meeting; and
  - iii. draft minutes of the previous meeting.
- b. The notice requirement may be disregarded 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 the time and place of the emergency meeting and the topics to be considered at the emergency meeting.
- c. 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.
- d. An agenda shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting. A school community council may not take final action on a topic in a meeting unless the topic is listed under an agenda item and included with the advance public notice.

#### 2. INFORMATION TO SCHOOL AND COMMUNITY

- a. 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:
  - i. a list of the members of the school community council a telephone number or email address, or both, where each school community council member can be reached directly;
  - ii. the proposed school community council meeting schedule; and

## School Community Council Membership & Duties Guidelines

### Davis School District

- iii. 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.
  - b. 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. Principals shall include on the website the dollar amount received each year from the School LAND Trust Program.
3. RECORDS OF OPEN PUBLIC MEETINGS
- a. 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.
  - b. Written minutes shall include:
    - i. the date, time, and place of the meeting;
    - ii. the names of the council 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 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
    - vi. any other information that is a record of the proceedings of the meeting that any council member requests to be entered in the minutes.
4. CONDUCTING PUBLIC MEETINGS
- a. 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.
  - b. A majority of the members of a school community council is a quorum for the transaction of business. The action of a majority of the members of a quorum is the action of the school community council.
  - c. School community councils shall adopt rules of order and procedure that govern the council meeting.
    - i. The rules of order and procedure shall outline the process for:
      - 1. conducting a meeting;
      - 2. electing the school community council, including the number of parent members and school employee members on the council, and the beginning dates for the term of each member's position;
      - 3. selecting the chair and vice-chair;
      - 4. removing from office a member who moves away or fails to attend meetings regularly; and
      - 5. a member to declare a conflict of interest if the proposed expenditures would benefit them as part of their employment with the District.

## **School Community Council Membership & Duties Guidelines**

### **Davis School District**

- ii. The rules of order and procedure shall be followed in conducting meetings, be posted on the school website and available at each meeting.

## School Community Council Membership & Duties Guidelines

### Davis School District

#### DUTIES OF SCHOOL COMMUNITY COUNCIL CHAIR

The school community council chair or designee shall:

1. post the school community council meeting information (time, place, and date of meeting; meeting agenda and previous meeting draft minutes) on the school website at least one week prior to each meeting;
2. set the agenda for every meeting;
3. conduct every meeting;
4. ensure written minutes are kept consistent with Utah Code §53G-7-1203(9);
5. inform council members on resources available on the School LAND Trust website;
6. ensure that the council adopts and follows a set of rules of order and procedure to govern council meetings. The rules shall be posted on the school website and be available at each meeting; and
7. welcome and encourage public participation.