

- 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 and staff to vote by electronic ballot. The opportunity to vote by electronic means shall be clearly explained on the school website including:
 - 4.6.1. directions for electronic voting;
 - 4.6.2. security provisions for electronic voting;
 - 4.6.3. 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.
- 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

To encourage parental involvement in a school, each year the principal shall post the following information on the school's website on or before October 1.

- 5.2.1. an invitation to parents to serve on the school community council;
- 5.2.2. the dollar amount received each year from the School LAND Trust program;
- 5.2.3. a copy of or link to the school's current Teacher and Student Success Plan;
- 5.2.4. approved minutes of the school's council meetings for at least a year;
- 5.2.5. a proposed council meeting schedule for the year;
- 5.2.6. ~~direct contact information for each council member, including a telephone number or~~

email address, or both means to contact the members of the school's community council directly;

- 5.2.7. a copy of or link to the school's plan or final report for the most recent two prior years, consistent with Utah Code Ann. §53G-7-1206; and
- 5.2.8. a copy of or link to school's current year plan.

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.
- 6.3. Electronic Meetings
 - 6.3.1. School community councils may conduct electronic meetings in order to facilitate council member participation or if conducting the meeting presents a substantial risk to the health or safety of those who would otherwise be present at an anchor location.
 - 6.3.2. School community councils shall follow procedures for conducting electronic meeting as outlined in policy 1B-030 School Board Meetings.

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.