



CCSD Training

October 5, 2026

School Community Councils

Training Overview

- School Community Council Information
- Principal Responsibilities
- Council Chair Support
- Elections
- Rules of Order (Bylaws)
- Website Requirements
- School Land Trust Process

School Community Council Purpose?



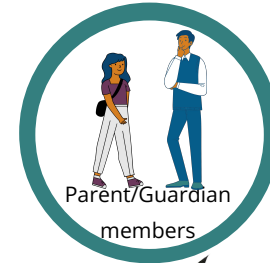
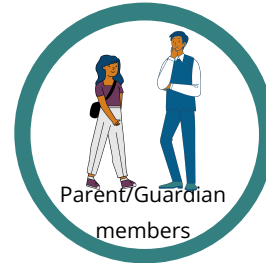
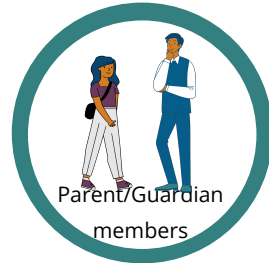
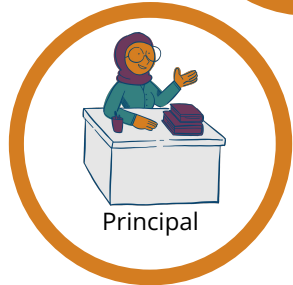
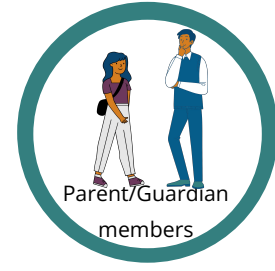
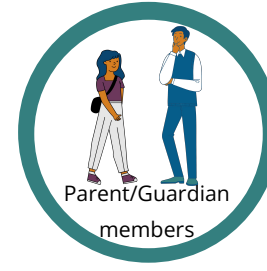
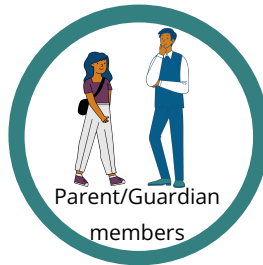
- **Collaborative and evidence-based** decision making at the school level.
- **Improve the education of students**
- **Support academic priorities** of district and school.
- **Advise and make recommendations** on initiatives that support the unique needs of the students.
- **Transparent** through council bylaws (Rules of Order and Procedure)

Council Membership - High School

High Schools require* 10 members: 6 parents and 4 school employees, including the principal

*unless otherwise outlined in the Rules of Order and Procedure before an election

Parent members must exceed the number of employees by at least two members in all schools.

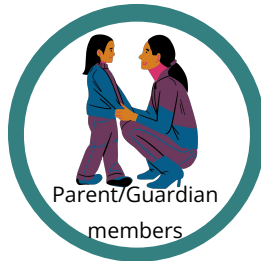
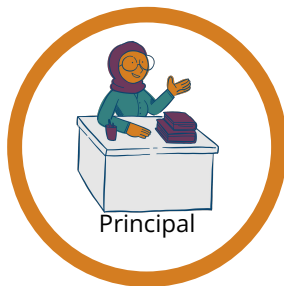


Council Membership - All Other Schools

All other schools require* 6 members: 4 parents and 2 school employees, including the principal

*unless otherwise outlined in the Rules of Order and Procedure before an election

Parent members must exceed the number of employees by at least two members in all schools.



Council Members

- **Parent/Guardian Members**

- Must have a child at the school for at least one of the two years of their term.
- May not hold an educator's license AND work at the school.
- Parents may begin serving a two-year term with 1 year before their children attend the school.
- Parents may continue serving 1 year after their children leave the school.
- Parents/guardians are elected by the parents/guardians of children enrolled at the school.

- **School Employee Members**

- **The principal** automatically serves on the council as a voting member.
- **School employees** must be employed at the school and **elected** by school employees

Every school is required to have a Council with a two-parent majority.



Council Responsibilities

- **Participation in School LAND Trust Plan Process**
- **Annually** adopting Rules of Order and Procedure (Bylaws)
- Councils also advise and make recommendations on:
 - The school and its programs
 - School district programs
 - A child access routing plan
 - Safe technology utilization and digital citizenship
 - Safety principles
 - Positive behaviors plan
 - Other issues relating to the community environment for students

Principal Responsibilities

- **Support council work** at the school level
- Ensure **transparency in council work** to school community
- Oversee council **election process**
- **Completion of SLT program requirements** on program website
 - Council Membership
 - Principal's Assurance Form
 - SLT final report and upcoming plans



Council Chair Responsibilities

- Council **meeting efficiency**
 - Agendas and minutes
 - Action Items
 - Delegation
- **Council meeting transparency**
 - Program requirements and resources on SLT Website
 - Rules of Order and Procedure
- **Community participation**
 - How will you ensure that your council represents all voices in your school community?



Establishing Council Rules of Order and Procedure (Bylaws)

- **What are Rules of Order and Procedure?**
 - A set of policies and procedures that govern behavior in a public meeting that promote:
 - Parliamentary order and procedure
 - Ethical Behavior
 - Civil Discourse
- Councils **review and adopt** (through majority vote) **their Rules of Order and Procedure each year** to ensure they support the unique needs and culture of their school.
- The Rules of Order and Procedure must be **made available to the public at each council meeting and posted on the school website by October 20th, annually.**

Rules of Order and Procedure Election Requirements

A council's Rules of Order and Procedure must outline the following:

- The process for electing the school community council
- The exact number of parent and school employee members on the council
 - Must match what is in law, or be a membership voted on by the council prior to an election, granted there is a 2-parent majority and the principal is an automatic voting member.
- Member positions beginning in odd years or even years to ensure half of the council members positions are open for election each year
- Process for selecting a chair and vice chair
- Process for removing a member who cannot or is not attending meeting regularly.
- Process for declaring a conflict of interest as required by the local school board.

Rules of Order and Procedure Suggestions:

- Handling public comment
- Adding agenda items
- Deciding tie-votes
- Handling absentee ballots
- Process for electronic voting for elections
- Consider challenges that might be encountered and how to address them
- Use definitive language

Simple Motions of Parliamentary Procedure

MOTION	DOES IT REQUIRE A 2ND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	IS A VOTE REQUIRED
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	2/3
Main motion	yes	yes	yes	majority
Point of Order	no	no	no	ruled on by chair
Previous Question	yes	no	no	2/3
Reconsider	yes	yes	no	majority
Withdrawal of Motion	no	no	no	majority

SCHOOL WEBSITE (Principals)

Updated to receive funding



Maple View Middle School

Community Council ^



Council Members

Get Involved

Meetings v

Rules of Order

School Land Trust

TSSA

UPDATE ANNUALLY

1. A current copy of your council's **Rules of Order and Procedure (Bylaws)**
2. **Means for the public to contact** all council members
3. **Proposed Meeting schedule** for the year
4. One year of **meeting minutes**
5. Copy of the current year's **Teacher and Student Success Plan (TSSP)**



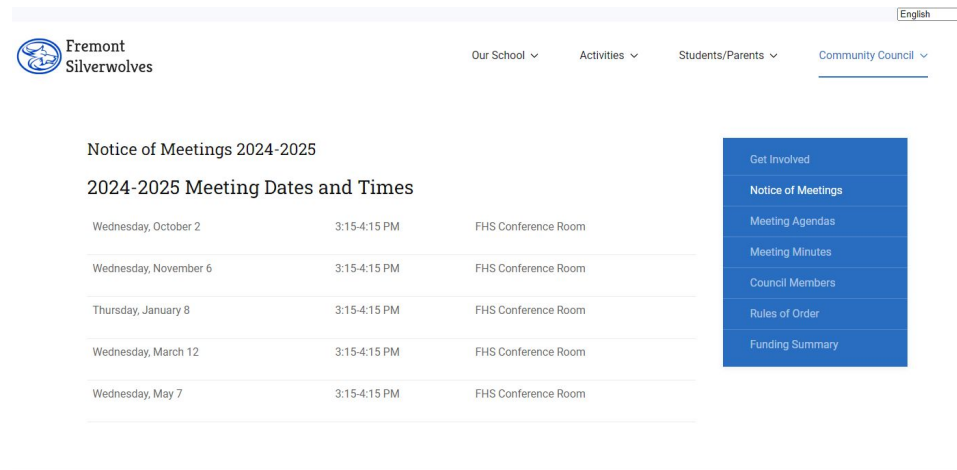
Utah State Board of Education

SCHOOL WEBSITE (Principals)

Updated to receive funding

UPDATE FREQUENTLY (> 1 week
prior to meetings)

- Notice of next meeting date, place, and time
- Notice of next meeting agenda
- Draft minutes of prior meeting



The screenshot displays the website for Fremont Silverwolves. The header includes the school logo and name, along with navigation links: "Our School", "Activities", "Students/Parents", and "Community Council". A language selector for "English" is in the top right. The main content area is titled "Notice of Meetings 2024-2025" and "2024-2025 Meeting Dates and Times". It contains a table with the following data:

Date	Time	Location
Wednesday, October 2	3:15-4:15 PM	FHS Conference Room
Wednesday, November 6	3:15-4:15 PM	FHS Conference Room
Thursday, January 8	3:15-4:15 PM	FHS Conference Room
Wednesday, March 12	3:15-4:15 PM	FHS Conference Room
Wednesday, May 7	3:15-4:15 PM	FHS Conference Room

To the right of the table is a vertical blue sidebar with the following links: "Get Involved", "Notice of Meetings", "Meeting Agendas", "Meeting Minutes", "Council Members", "Rules of Order", and "Funding Summary".

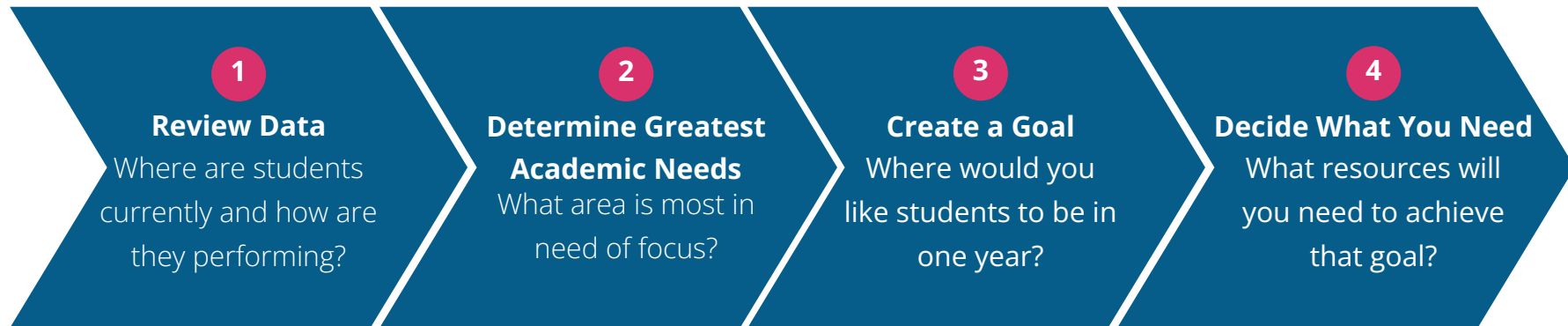
The following program requirements are due on **October 20th**

Updated to receive funding

- Council Membership form with the following information
 - Council Members:
 - Names
 - Membership type
 - Contact information
- Principal Assurance
 - Election held according to law/procedures
 - Council seated compliant with law
 - Council seating #s match what was planned prior to election
 - Non compliant practices documented and explained



Creation of the School LAND Trust Plan



Updated Plans are due on April 1, 2027



NEW!

School LAND Trust Plan Checklist

Unallowable Expenses



Costs related to district or school administration, including accreditation



Construction



Maintenance



Facilities



Storage of Personal Student Property



Overhead Costs



Furniture



Security



Athletics



Expenses for non-academic in-school, co-curricular, or extracurricular activities

*business that is not the direct instruction of students (office staff, office equipment,)



Recap and Action Items

Recap

- **School LAND Trust Program is a collaborative effort between school community stakeholders to provide high quality education for students.**
- Program requirements are meant to support council work and transparency to community.

Next Steps

1. Elect a Chair and Vice Chair
2. Review and update council bylaws (Rules of Order and Procedure)
3. Update **websites** with needed information and requirements (October 20th)
4. Review academic data and determine focus
5. Suggestion: Begin EARLY to review data.

Scan the QR code below to access more resources
related to the School LAND Trust Program



Utah State
Board of
Education

School
LAND
Trust



Utah State Board of Education

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We're here to help!



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