



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

---

**SECTION:** K – School-Community Relations  
**POLICY TITLE:** School Community Councils  
**FILE No.:** KC  
**DATED:** September 9, 2015

---

## TABLE OF CONTENTS

1. AUTHORIZATION
2. PURPOSE AND PHILOSOPHY
3. DEFINITIONS
4. COMPOSITION OF THE COUNCIL
5. COUNCIL ELECTIONS
6. OPEN AND PUBLIC MEETING REQUIREMENTS
7. RESPONSIBILITIES OF THE COUNCIL
8. ADDITIONAL RESPONSIBILITIES FOR SECONDARY SCHOOLS
9. ROLE OF THE PRINCIPAL
10. ROLE OF THE CHAIR AND VICE CHAIR
11. DUTIES OF THE COUNCIL FACILITATOR
12. DUTIES OF COUNCIL MEMBERS

---

### 1. AUTHORIZATION

Utah Code Ann., Section 53A-1a-108 directs that each public school, in consultation with its local school board, shall establish a School Community Council (the “Council”) at each school building level.

### 2. PURPOSE AND PHILOSOPHY

A School Community Council is created for the purpose of: (a) involving parents or guardians of students in decision making at the school level; (b) improving the education of students; (c) prudently expending School LAND Trust Program money for the improvement of students’ education through collaboration among parents and guardians, school employees, and the Board of Education; and (d) increasing public awareness of: (i) school trust lands and related land policies; (ii) management of the State School Fund established in Utah Constitution, Article X, Section V; and (iii) educational excellence. In this regard, the responsibilities of the School Community Council are advisory in nature. The authority of the Council does not supersede the authority of the principal, the superintendent, or the Board of Education.

### 3. DEFINITIONS

- 3.1. “**Candidate**” means a parent or school employee who has filed for election to the School Community Council.
- 3.2. “**Contested Race**” means the election of members to a School Community Council when there are more Candidates than open positions.
- 3.3. “**Educator**” means a teacher, counselor, administrator, librarian, or other person required to hold a license as per Utah Code Ann., Section 53A-6-103.

- 3.4. **“Digital Citizenship”** means the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security.
- 3.5. **“Parent or Guardian Member”** means a member of a School Community Council who is a parent or guardian of a student who: (1) is attending the school; or (2) will be enrolled at the school during the parent’s or guardian’s term of office. A Parent or Guardian Member may not include an Educator who is employed at the school.
- 3.6. **“School Employee Member”** means a member of a School Community Council who is a person employed at the school.

#### 4. COMPOSITION OF THE COUNCIL

- 4.1. Each Council shall consist of School Employee Members, including the school’s principal, and Parent or Guardian Members. The principal serves as an ex-officio member of the Council with full voting privileges.
- 4.2. A Council may determine the size of the Council by a majority vote of a quorum of the Council as long as there are at least two (2) School Employee Members and the number of Parent or Guardian Members exceeds by at least two (2) the number of School Employee Members, including the school principal. If a Council does not determine its size by a majority vote, a high school shall have at least six (6) Parent or Guardian Members and four (4) School Employee Members, and all other schools shall have at least four (4) Parent or Guardian Members and two (2) School Employee Members. The number of Parent or Guardian Members of the Council who are not Educators employed by the District must exceed the number of Parent or Guardian Members who are Educators employed by the District.
- 4.3. One (1) position on the School Community Council may be reserved for an officer of the school Parent Teacher Association or Parent Teacher Organization (PTA/PTO); and, at each secondary school, one (1) position shall be reserved for a school counselor. If Candidates representing those positions are not elected at the election, they may be appointed. A PTA/PTO representative is appointed by the other Parent or Guardian Members of the Council. A school counselor is appointed by the other School Employee Members of the Council. Elected PTA/PTO representatives and school counselors will be counted in determining the correct composition of the Council. Appointed PTA/PTO representatives or school counselors may be designated as either voting or non-voting members so long as the correct composition of the Council is maintained.
- 4.4. A majority of the members of a School Community Council is a quorum for the transaction of business. There must be a quorum of the members to convene a meeting. The action of a majority of the members of a quorum is the action of the School Community Council.
- 4.5. Each school principal shall appoint a facilitator who may be an elected voting member or may be an appointed, non-voting member of the Council. The facilitator may also serve as the vice chair.
- 4.6. The School Community Council may appoint non-elected persons to subcommittees or task forces to assist it in its responsibilities. The work of subcommittees or task forces will be subject to review and approval by the School Community Council.

## 5. COUNCIL ELECTIONS

- 5.1. Each Council member, other than the principal, shall be elected by secret ballot at an election held at the school. Written notice of the elections shall be given at least ten (10) days prior to the election. The notice shall include the dates and times of elections, a list of positions up for election, and instructions for becoming a Candidate. Results of the election will be made available to the public upon request.
- 5.2. Elections are required only in the event of a Contested Race. Where there are not more Candidates than open positions, no election is necessary.
- 5.3. Election procedures shall be conducted in accordance with Utah Code Ann., Section 53A-1a-108.
- 5.4. Each School Employee Member, other than the principal, shall be elected by a majority vote of the school employees and serve a two (2) year term.
- 5.5. Each Parent or Guardian Member shall be elected by a majority vote of parents and guardians voting at the election and serve a two (2) year term.
  - 5.5.1. Only parents/guardians of students who will be attending the school during the year for which the Council is being elected may vote at the election.
  - 5.5.2. A parent or guardian of a student who will be enrolled at the school during the parent's or guardian's term of office is eligible to run for election.
  - 5.5.3. An election for Parent or Guardian Members shall be held either near the beginning of the school year or in the spring and completed before the last week of school. Each school shall establish the time period for the election, including whether it will be held in the spring or near the beginning of the school year, and once established, such time period must remain consistent for at least a four (4)-year period.
- 5.6. A 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 above.
- 5.7. Terms shall be staggered so that approximately half of the Council members run for election each year.
- 5.8. If a Parent or Guardian Member position remains unfilled after the election or in the event of a vacancy, the other Parent or Guardian Members of the Council shall appoint a parent or guardian who meets the qualifications of this policy to the position.
- 5.9. If a School Employee Member position remains unfilled after the election or in the event of a vacancy, the other School Employee Members of the Council shall appoint a school employee who meets the qualifications of this policy to the position.

## 6. OPEN AND PUBLIC MEETING REQUIREMENTS

- 6.1. School Community Council meetings are open to the public. No portion of a meeting may be closed, and the Council shall conduct deliberations and take action openly.
- 6.2. Notice and Reporting

- 6.2.1.** At least one (1) week prior to each meeting, the Council must post the following on the school's website:
  - 6.2.1.1.** A notice of the meeting, time, and place;
  - 6.2.1.2.** An agenda for the meeting; and
  - 6.2.1.3.** The minutes of the previous meeting.
- 6.2.2.** The notice requirements in Section 6.2.1 may be disregarded for an emergency meeting. In case of an emergency meeting, the Council must give the best notice practicable of the information listed in Section 6.2.1. An emergency meeting may not be held unless an attempt has been made to notify all Members and a majority of the Members approve the meeting.
- 6.2.3.** On or before October 20, the principal shall post the following information on the school website and in the school office:
  - 6.2.3.1.** The proposed meeting schedule for the year;
  - 6.2.3.2.** A telephone number or email address, or both, where each Member can be reached directly; and
  - 6.2.3.3.** A summary of the annual report required under Utah Code Ann., Section 53A-16-101.5 on how the school's School LAND Trust Program money was used to enhance or improve academic excellence at the school and implement a component of the school's improvement plan.
- 6.2.4.** The Council shall identify and use methods of providing the information listed in Section 6.2.3. to a parent or guardian who does not have Internet access, and money allocated to the school under the School LAND Trust Program may not be used to do so.
- 6.3.** Agenda
  - 6.3.1.** The agenda must reasonably specify the topics to be considered at the meeting.
  - 6.3.2.** Each topic to be discussed shall be listed under an agenda item.
  - 6.3.3.** The Council may not take final action on a topic unless the topic is listed under an agenda item and included with the advance public notice as outlined above.
- 6.4.** Minutes
  - 6.4.1.** Written minutes shall be kept of each meeting and must include the following:
    - 6.4.1.1.** Date, time, and place;
    - 6.4.1.2.** Names of Members present and absent;
    - 6.4.1.3.** Brief statement of the matters proposed, discussed, or decided;
    - 6.4.1.4.** A record, by individual Member, of each vote taken;
    - 6.4.1.5.** Name of each person who is not a Member and gives testimony or comments to the Council;



- 7.2.6.** Meet the requirements for a Reading Achievement Plan in elementary schools in accordance with Utah Code Ann., Section 53A-1-606.5.
- 7.3.** Although the school improvement plan focuses on the school's most critical academic needs, it may also include other actions to enhance or improve academic achievement and the community environment for students.
- 7.4.** The Council shall advise and make recommendations to school and school district administrators and the Board of Education regarding the following:
- 7.4.1.** The school and its programs;
- 7.4.2.** School district programs;
- 7.4.3.** A child access routing plan for elementary schools and junior high schools (Safe Routes Plan) in accordance with Utah Code Ann., Section 53A-3-402;
- 7.4.4.** Safe technology utilization and Digital Citizenship; and
- 7.4.5.** Other issues relating to the community environment for students.
- 7.5.** The Council may develop a multiyear school improvement plan, but the multiyear improvement plan must be presented to and approved annually by the Board of Education.
- 7.6.** The Council shall provide for education and awareness on safe technology utilization and Digital Citizenship that empowers:
- 7.6.1.** A student to make smart media and online choices; and
- 7.6.2.** A parent or guardian to know how to discuss safe technology use with the parent's or guardian's child.
- 7.7.** The Council shall partner with the school's principal and other administrators to ensure that adequate on and off campus Internet filtering is installed on District-owned technology and is consistently configured to prevent viewing of harmful content.
- 7.8.** In order to fulfill its duties described in 7.6 and 7.7, the Council may:
- 7.8.1.** Partner with one or more non-profit organizations; and
- 7.8.2.** Create a subcommittee.
- 7.9.** The Council shall create and vote to adopt a proposal for the use of School LAND Trust Program money to address specific academic needs in accordance with Utah Code Ann., Section 53A-16-101.5 and Utah Administrative Code R277-477-1, et seq. The School LAND Trust proposal becomes a part of the comprehensive School Improvement Plan. The School LAND Trust proposal that is adopted must be posted on the School LAND Trust Program website. The Board must approve or disapprove the proposal to the School LAND Trust. If the Board disapproves the proposal, it shall provide a written explanation of why the proposal was disapproved and request that the Council revise the proposal. The Council shall then revise the proposal in response to the request. Once a proposal has been approved, it may be amended by a majority vote of the Council and Board approval.
- 7.10.** With the school's principal, the Council shall annually review the school's statewide achievement test results, reading achievement plan, class size reduction needs, technology

needs, and professional development plan. The Council shall use its evaluations in developing a school improvement plan to improve teaching and learning conditions.

- 7.11. The Council shall provide either a telephone number or email address, or both, where each Council member can be reached directly.
- 7.12. In addition to the above requirements, the Council may, at the discretion of the principal, perform the following functions.
  - 7.12.1. Serve as the school's Curriculum Review Committee.
  - 7.12.2. Serve as the school's Building Needs Committee.
  - 7.12.3. Give input to the school administration with regard to school-level policies and procedures.
  - 7.12.4. Become knowledgeable about school issues in order to build a bridge to the community.
  - 7.12.5. Review and provide recommendations regarding applications for the organization of student clubs at the school.
  - 7.12.6. Review and approve school attendance policy rewards, consequences, and eligibility requirements.
  - 7.12.7. Approve school activity trips planned as a reward for student behavior or attendance.
  - 7.12.8. Review the district's Crisis Management Plan as it relates to the school and provide recommendations regarding school specific parts of the plan.
  - 7.12.9. Review and provide recommendations regarding student dress and grooming standards in accordance with school district policy.
  - 7.12.10. Perform other advisory functions as requested by the school principal.

## **8. ADDITIONAL RESPONSIBILITIES FOR SECONDARY SCHOOLS**

- 8.1. Participate in the accreditation process in high schools and junior high schools.
- 8.2. Serve as the Comprehensive Guidance Advisory Committee.
- 8.3. Approve the schedule of admission fees for school events, not governed by the Utah High School Activities Association (UHSAA) or by the competitive region in which the school participates.

## **9. ROLE OF THE PRINCIPAL**

- 9.1. The principal will be responsible for elections to the School Community Council. The principal shall sign a written assurance that the elections were held in accordance with Utah Code Ann., Section 53A-1a-108 and Section 53A-16-101.5.
- 9.2. The principal shall see that all plans and reports are submitted to the Elementary Director or Secondary Director, as applicable, for review by the Board of Education on an annual basis, along with a report noting the number of School Community Council members who

voted for or against the approval of each plan and the number of members who were absent for the vote. Required plans include:

- 9.2.1.** School Improvement Plan.
  - 9.2.2.** School LAND Trust Program.
  - 9.2.3.** Reading Achievement Plan (for elementary schools).
  - 9.2.4.** Professional Development Plan.
  - 9.2.5.** Recommendations regarding school or school district programs and community environment.
- 9.3.** The principal shall be responsible for the preparation, posting, and dissemination of all necessary information, summaries, and notices as required by applicable Utah law, rules, and regulations.
  - 9.4.** The principal will work with the chair and vice chair in order to provide for efficient and effective operation of the Council.
  - 9.5.** The principal or his/her designee shall insure that the School Community Council acts in compliance with Utah Code Ann., Section 53A-1a-108.1.
  - 9.6.** The principal shall enter the names of the Council members on the School LAND Trust website on or before October 20 each year, pursuant to Utah Code Ann., Section 53A-1a-108.1.
  - 9.7.** On or before October 20, the principal shall post the information described in Section 6.2.3 above on the school website and in the school office.
  - 9.8.** The principal shall make available to the School Community Council the school budget and other data needed to develop the School Improvement Plan and to perform other functions of the Council. The Council may not have access to U-PASS data that reveals the identity of any individual students or any other personally identifiable information concerning students that is protected under the Family Educational Rights and Privacy Act (FERPA).
  - 9.9.** Primary authority and accountability for all activities of the school resides with the principal. Principals work closely with School Community Councils to insure that they are functioning as outlined in this policy and as directed by Utah law, rules, and regulations.
  - 9.10.** A school or school district administrator may not prohibit or discourage the School 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.
  - 9.11.** The principal, on behalf of the Board of Education, shall provide training for the Council each year, including the following:
    - 9.11.1.** Training for the chair and vice chair about their responsibilities;
    - 9.11.2.** Training on resources available on the School LAND Trust website; and
    - 9.11.3.** Training on the following statutes governing School Community Councils: Utah Code Ann., Section 53A-1a-108, Section 53A-1a-108.1, Section 53A-1a-108.5, and Section 53A-16-101.5.



## **10. ROLE OF THE CHAIR AND VICE CHAIR**

- 10.1.** The Council shall elect a chair from the Parent or Guardian Members and a vice chair from the School Employee Members, excluding the principal.
- 10.2.** The chair and vice chair will work with the principal and the Council facilitator to schedule meetings and to develop the agenda.
- 10.3.** The chair and vice chair shall work with the principal to see that all reports and plans are submitted to the Elementary Director or Secondary Director, as applicable.
- 10.4.** The chair and vice chair shall insure that the Council meets at least monthly.
- 10.5.** The chair or vice chair shall conduct the monthly meetings.

## **11. DUTIES OF THE COUNCIL FACILITATOR**

- 11.1.** A facilitator will be appointed by the principal. The facilitator may be an elected voting member or may be an appointed, non-voting member of the Council, at the discretion of the principal, and consistent with maintaining the correct composition of the Council. The Council facilitator will receive a stipend.
- 11.2.** The duties of the Council facilitator shall include:
  - 11.2.1.** Attending district sponsored training about roles, procedures, and responsibilities;
  - 11.2.2.** Working closely with the principal, chair, and vice chair to insure that monthly meetings are held and operation of the Council is productive and efficient;
  - 11.2.3.** Preparing an agenda for each meeting;
  - 11.2.4.** Keeping minutes at all Council meetings;
  - 11.2.5.** Providing pertinent information for all Council members;
  - 11.2.6.** Gathering data about student achievement;
  - 11.2.7.** Arranging for program/information presentations to the Council;
  - 11.2.8.** Publicizing, to the community, the activities and decisions of the Council and all other information required by Utah Administrative Code R277-491-4; and
  - 11.2.9.** Performing other duties as assigned by the principal.

## **12. DUTIES OF COUNCIL MEMBERS**

- 12.1.** Each Council member should make a conscientious effort to attend all meetings.
- 12.2.** Each Council member should strive to act in good faith for the benefit of the students and the school.

**12.3.** Each Council member will participate in the review and development of the School LAND Trust Program, the School Improvement Plan, and other required plans, reports, and committees.

**12.4.** At the end of the school year, each Council member will sign the sign-off form reflecting participation in the above activities.

---

**EXHIBITS**

None

---

**REFERENCES**

Utah Code Ann. §53A-1-606.5  
Utah Code Ann. §53A-1a-108  
Utah Code Ann. §53A-1a-108.1  
Utah Code Ann. §53A-1a-108.5  
Utah Code Ann. §53A-3-402  
Utah Code Ann. §53A-3-701  
Utah Code Ann. §53A-6-103  
Utah Code Ann. §53A-16-101.5  
Utah Code Ann. §63G-2-101, et seq.  
Utah Administrative Code R277-477-1, et seq.  
Utah Administrative Code R277-491-1, et seq.

---

**FORMS**

None

---