School Community Council Information

For School Websites

Effective May 14, 2013

On or before November 15th:

- Council member names with a direct email, phone number or both
  (The school email or phone numbers are not acceptable for parent members.)
- Proposed meeting schedule for the school year
- A report to parents on how the School LAND Trust Program funds were used in the prior year and what was accomplished for students

At least one week before each school community council meeting:

- Notice of the time, place and date of the meeting
- Meeting agenda
- Draft minutes of the previous meeting

These items should always be on the website:

- Opportunities provided to parents by serving on the school community council and how parents can directly influence the expenditure of School LAND Trust funds
- Dollar amounts received each year through the school through the program
- Rules of order and procedure the council uses to conduct meetings

If a district has in place a process for electronic voting, the website will include at a minimum:

- Directions for electronic voting to elect parents for the school community council
- Security provisions for electronic voting
- Statement of disqualification for violations
- How a parent may vote by paper ballot, if preferred

Optional, but encouraged:

- Notice of the election, including the dates, times and location, with the positions open and how to file. This notice should be posted at least ten days prior to the election.
- This notice could include a PDF of the form for filing for a council position.