

Leading School Community Councils: Responsibilities of Local School Boards

Utah School Boards Association Conference January 2016

TRAINING

“The president or chair of a local school board or charter school governing board shall ensure that the members of the local school board or charter school governing board are provided with annual training on the requirements of this section.” 53A-16-101.5 (10)

“Local Boards assure that training is provided for all SCC members.”

Local Board Training:

- Understand the Land Trust and how to protect it
 - Provide training for SCCs
 - Read and approve School Improvement Plan and Trust Land Plan
 - Provide, in writing, reasons if a plan is not approved
 - Review amendments to plans, as needed
 - Assure compliance with state law and board rule
 - Provide information and date to SCCs so they may complete work
 - Provide annual report to SCCs on Digital Citizenship
 - Disburse funds to schools with approved plans
 - Read and align Final Reports to original plans
 - Assure that the money is being spent to meet critical academic needs and that it directly impacts the instruction of students and improves academic excellence.
- (6) (a) A council shall create a program to use its allocation under Subsection (4) to implement a component of the school's improvement plan or charter agreement, 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 need to implement a component of its school improvement plan to have a direct impact on the instruction of students and result in measurable increased student performance; and
 - (iv) how the school intends to spend its allocation of funds under this section to enhance or improve academic excellence at the school.

Chairs, Principals and Vice-Chairs:

- Chair should be at least a 2nd year member
- How to run elections
- Open meeting rules
- Set the agenda
- Conduct the meetings
- Importance of minutes and what should be in them
- Required reports
- Compliance and websites
- Budget review and how to review budget throughout the year
- Data request for meetings
- How to run a meeting

All SCC members:

- Role as a member of SCC
- Elect SCC Leadership
- Trust Lands, why they are important and how to advocate for them
- Use of data
- How to set measureable goals
- Follow up on plan implementation
 - Follow current year plan implementation
 - Follow budget expenditures throughout the year
 - Amend plan if budget items change or items of plan are not working
 - Communication with the respective groups members represent (parents and teachers)
- Rules of Order and Procedure, including
 - Minutes
 - Establishing a Quorum
 - Only voting on items that appear on the agenda
- Digital Citizenship review
- Assist in writing plans and understand approval of plans
- Chair sub-committees, lend your expertise to discussions
- Bring topics of school wide concern to council
- Give feedback to local board or district on topics of concern