

The Center for Creativity, Innovation and Discovery

Policy on School Land Trust Community Councils

A. Legal Authority / Requirement

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| UCA 53A-1a-511(4) | Statutory Provisions Not Applicable Charters |
| UCA 53A-16-101.5 | School LAND Trust Program |
| UCA 53A-1a-108.1 | Community Council Open Meetings Requirements |
| UCA 53A-1a-108 | School Community Councils |
| UCA 53A-1a-108.5 | School Improvement Plan |
| R277-491 | School Community Councils |

B. Philosophy/Purpose

1. As a charter school, The Center for Creativity, Innovation and Discovery is exempt from UCA 53A-1a-108 and 53A-1a-108.5 (and therefore also exempt from any related provisions of R277-491).
2. The Center for Creativity, Innovation and Discovery receives School Land Trust monies and therefore has established a Parent and Family Engagement Council to serve similar functions to, but avoid confusion with “Community Councils”.
3. The Parent and Family Engagement Council’s purpose is to:
 - A. Involve parents or guardians of students in decision making at the school level;
 - B. Improve the education of students;
 - C. Prudently spend School Land Trust Program money.
 - D. Act as the Title I Parent and Family Engagement Council
 - E. Increase public awareness of:
 - i. School trust Lands and related Land policies;
 - ii. Management of the State School Fund
 - iii. Educational excellence.

C. CCID Governing Board Oversight

1. CCID’s Parent and Family Engagement Council is subject to CCID’s Governing Board oversight.
 - a. The Governing Board, through the Executive Director or other designee, shall ensure that all Council members receive annual training about their specific responsibilities and about the legal requirements related to the Council.
 - b. The Council operates as a committee of the CCID’s Governing Board.
 - c. The Governing Board may ask the Council to address issues or make recommendations on any issue not otherwise precluded by law or policy.

D. Duties of the Parent and Family Engagement Council

1. Develop a School Trust Land Plan
2. Provide for education and awareness on safe technology utilization and digital citizenship by:

- a. Partnering with school administration to ensure that adequate on and off campus internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel.
 - b. Empowering students to make smart media and online choices
 - c. Empowering parents or guardians to know how to discuss safe technology use with their students
3. Act as the Title I Parent and Family Engagement Council Committee

E. Composition and Selection of the Parent and Family Engagement Council

1. The CCID's Parent and Family Engagement Council Shall consist of the following members:
- Two (2) school employee members
 - i. The school Executive Director
 - ii. An additional school employee
 - Four (4) parent or guardian members (who are not employed by CCID's)
 - Additional number of and type of members
 - i. as determined by the Parent and Family Engagement Council And the Governing Board
 - ii. Provided that there is always two more non-employee parent/guardian members than the number of all other members.
2. Selection of Members
- a. The Executive Director shall serve as member of the council.
 - b. Other school employee member(s) shall be elected by secret ballot by a majority vote of the school employees and serve a two-year term.
 - c. Parent or guardians members shall be elected by secret ballot at an election by a majority vote of parents and serve a two-year term.

F. Parent and Family Engagement Council Member Election Rules

1. Parent or guardian elections shall occur at the school during beginning of year PLP conference
- a. This time period for the election must remain consistent for at least four years.
 - b. Starting in the fall of 2018. (2017 Founding year elections will be held prior to October 20th, 2107)
2. Only parents or guardians of students attending CCID's may vote for parent members.
3. The Executive Director, or designee, shall provide notice of the available council positions to school employees and parents/guardians at least 10 days before the date that voting commences. The notice shall include:
- a. The dates and times of the elections
 - b. A list of council positions that are up for election
 - c. Instructions for becoming a candidate
4. The Executive Director, or designee, shall oversee the elections, ensuring
- a. Ballots are cast in a secure ballot box
 - b. Results of the elections shall be made available to the public upon request
5. If the number of candidates who file for a position is less than or equal to the number of open positions, an election is not required.

6. If a required employee position remains unfilled, employee member(s) of the Council may make appointments) to fill the vacancies for the two-year term.
7. If a required parent or guardian position remains unfilled after an election, parent / guardian member(s) of the Council may make appointments) to fill the vacancies for the two-year term.
8. Terms shall be staggered so that approximately half of the council members stand for election each year.
9. Parent and Family Engagement Council members may serve successive terms provided the member continues to be a parent / guardian of a student then enrolled at the school or is a school employee.

G. Officers and Duties

1. A parent or guardian member shall serve as Council Chair. Except for the Executive Director, any member of the Council may serve as vice-chair.
2. The school Executive Director shall ensure that the requirements are met for each of the following programs:
 - a. Trust Land
 - b. Title I Parent and Family Engagement requirements
3. The Governing Board Chair shall ensure that the members of the Governing Board are provided with annual training on the requirements of Trust Land program and Title I related law.

H. Development of the Trust Lands Plan

1. The Executive Director shall annually review with the Parent and Family Engagement Council
 - A. The school's statewide achievement test results (not including any personally identifiable student information)
 - b. The school's professional development plan
 - c. The school's technology needs
2. The Parent and Family Engagement Council shall create a Trust Land Plan to improve teaching and learning conditions at CCID shall include:
 - a. the school's identified most critical academic needs;
 - b. a recommended course of action to meet the identified academic needs;
 - c. a listing of any programs, practices, materials, or equipment which the school will need to implement the plan to have a direct impact on the instruction of students and result in measurable increased student performance; and
 - d. how the school intends to spend its allocation of Trust Land funds to enhance or improve academic excellence at the school.
3. A Trust Land Plan is approved for recommendation to the Governing Board upon a majority vote of a Council quorum in a meeting convened in an open, public meeting.
4. The Trust Land Plan will then be submitted to the The Center for Creativity, Innovation and Discovery Governing Board for Approval.
5. The Council shall post its approved Trust Land Plan on the School Land Trust Program website.

I. Public Meeting Requirements

1. The Governing Board shall provide training for the members of the Parent and Family Engagement Council regarding Public Meeting requirements.
2. When meeting, the Parent and Family Engagement Council

- A. shall conduct deliberations and take action openly
 - b. shall hold all meetings open to the public
 - c. shall not close any portion of a meeting
 - d. is exempt from Title 52, Chapter 4, Open and Public Meetings Act
 - e. shall post the following on the school's website at least one week prior to a meeting
 - i. notice of the meeting, time, and place;
 - ii. an agenda for the meeting; and
 - iii. the minutes of the previous meeting.
3. On or before October 20, the Executive Director shall post the following information on the school website and in the school office:
- iv. the proposed council meeting schedule for the year;
 - v. a telephone number or email address, or both, where each council member can be reached directly; and
 - vi. a summary of the annual report 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.
4. The Parent and Family Engagement Council shall identify and use methods of providing Trust Land Program related notices/disclosures to parents/guardians who do not have Internet access.
5. Money allocated to a school under the LAND Trust Program may not be used to fund any required notice.
6. Emergency Meetings
- a. The one-week notice of meeting requirement may be disregarded if:
 - i. because of unforeseen circumstances it is necessary for the council to hold an emergency meeting to consider matters of an emergency or urgent nature; and
 - ii. the council gives the best notice practicable of the time and place of the emergency meeting; and the topics to be considered at the emergency meeting.
 - iii. an attempt has been made to notify all the members of the council; and
 - iv. a majority of the members of the council approve the meeting.
7. Council Meeting Agendas
- A. Shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting.
 - B. Each topic to be considered shall be listed under an agenda item on the meeting agenda.
 - C. A council may not take final action on a topic in a meeting unless the topic is: listed under an agenda item and included with the advance public notice required
8. Council Meeting Minutes
- Written minutes shall be kept of a Council meeting, and shall include:
- A. the date, time, and place of the meeting;
 - B. the names of 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:
 - a) is not a member of the council; and
 - b) after being recognized by the chair, provided testimony or comments to the Council;
 - c) the substance, in brief, of the testimony or comments provided by the public

any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.

The written minutes of a Council meeting are a public record under Title 63G, Chapter 2, Government Records Access and Management Act; and shall be retained for three years.

9. Council Meeting Rules of Order and Procedure

- a. The Council shall adopt rules of order and procedure to govern a public meeting of the Council;
- b. The Council shall conduct a public meeting in accordance with the rules of order and procedure.
- c. The Council shall make the rules of order and procedure available to the public
 - i. at each public meeting of the Council; and
 - ii. on the school's website.

February 7th, 2019 Revision:

- Separated Title I Parent and Family Engagement Policy from School Land Trust Policy and established its own policy, Title I Parent and Family Engagement Policy.
- Renamed Parent Involvement Council to Parent and Family Engagement Council