

CENTER FOR CREATIVITY, INNOVATION, AND DISCOVERY

Trust Land Council Policy

Policy

The Board of Directors of the Center for Creativity, Innovation, and Discovery has established this policy to provide clarifying information about the school's Trust Land Council and to assist the council in fulfilling its responsibilities consistent with Utah Code §53G-7-1202 through 53G-7-1205. The policy also provides procedures for establishing and maintaining a school community council or establishing the Board of Directors as the school's Trust Land Council.

This policy intends to encourage increased participation of parents and others on the Trust Land Council or Board of Directors, when the board is the Trust Land Council; to increase public awareness of School Trust Lands; and to guide the school in compliance with laws governing a school Trust Land Council.

Definitions

Digital Citizenship: means the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security.

Educator: means a person who holds a teaching license; and a teacher, counselor, administrator, librarian, or other person required, under rules of the state board, to hold a license.

Other Member: means a member of the community at large, a teacher or administrator, or an educator who is not employed at the school.

Parent Member: means a member of a school Trust Land Council who is a parent of a student who is attending the school or will be enrolled at the school during the parent's term of office; a parent member may not include an educator who is employed at the school.

Safety Principles: means safety principles that, when incorporated into programs and resources, impact academic achievement by strengthening a safe and wholesome learning environment, including continual efforts for safe technology utilization and digital citizenship.

School Employee Member: means a member of a school community council who is a person employed at the school including the Executive Director.

School LAND Trust Program Money: means money allocated to a school pursuant to Utah Code §53F-2-404.

Teacher and Student Success Act Plan: means a school performance and student academic achievement improvement plan as defined in Utah Code §53G-7-1301 and Utah Code §53G-7-1305.

Trust Land Council: means a duly elected council, constituted as described below, that prepares a plan for the use of School LAND Trust Program money; or, the school's Board of Directors if the membership of the board meets the requirements described below.

Purpose of Trust Land Council

- To involve parents of students in decision making at the school;
- To improve the education of students;
- To expend School LAND Trust Program money for the improvement of students' education through collaboration among parents, school employees, and the Board of Directors; and,
- To increase public awareness of School Trust Lands and related land policies; management of the State School Fund established in Utah Constitution Article X, Section V; and educational excellence.

Charter School Trust Land Council Allowances

Utah Code §53G-7-1205 provides charter schools with two exceptions to the constitution of Trust Land Councils:

- The school's Board of Directors may serve as the school's Trust Land Council if the membership of the board includes at least two more parents/grandparents than other members combined;
- If the Board of Directors decides to serve as the Trust Land Council, no election of council members is required.

Charter School Trust Land Council Membership Requirements

In accordance with Utah Code §53G-7-1205, the membership of the school's Trust Land Council shall include the following:

- Parents or grandparents of students enrolled at the charter school and other members who are neither parents nor grandparents;
- Two more parents/grandparents than other members combined;
- Council members who are parents or grandparents of students enrolled at the school shall be elected in accordance with procedures established by the Board of Directors;

- A parent or grandparent of a student enrolled at the school shall serve as the chair or co-chair of the school's Trust Land Council;
- Other members of the Trust Land Council shall be appointed by the Trust Land Council or the school's Board of Directors.

Trust Land Council Election and Appointments

If the Board of Directors decides not to serve as the school's Trust Land Council, the membership of the council shall be elected by the following process:

- The Board of Directors shall establish the number of Trust Land Council members based on Utah Admin. Code §R277-477 and Utah Admin. Code §R277-491;
- The Board of Directors will establish the timeline for each election of parent and grandparent members of the Trust Land Council;
- The timeline should remain consistent for a period of years to ensure that members of the school community can anticipate the process for participation;
- Parent and grandparent members shall be elected by secret ballot by a majority vote of parents of students attending the school;
- Parents and grandparent members shall serve two-year terms;
- Any parent or grandparent of a student who attends the school may run as a candidate in the election;
- The election may be held in the spring or fall of any given school years, as determined by the Board of Directors;
- If an election is held in the spring, a parent or grandparent of a student who will be attending the school the following school year may run as a candidate;
- If an election is held in the fall, the election must be completed during the first few weeks of the school year;
- If the Board of Directors decides to hold a spring election, that election must be completed prior to the last week of the school year;
- At least ten (10) days before the date that voting commences for Trust Land Council elections, the Executive Director or designee shall provide notice to each parent of the opportunity to vote in and run as a candidate in the election;
- Parents/guardians may choose to inform grandparents of the opportunity to run as a candidate in the election;
- The notice shall include the following:
 - the dates and times of the elections;
 - a list of council positions that are up for election; and
 - instructions for becoming a candidate for a Trust Land Council position.
- The Executive Director or designee shall oversee the election;

- The election may be accomplished electronically by secure voting or in person, as determined by the Board of Directors;
- Depending on the number of candidates, the election may include ranked choice voting;
- The results of the election shall be published to the school community;
- If a position on the Trust Land Council remains unfilled after an election is held, the other parent members of the council shall appoint a parent who meets the qualifications of this policy to fill the position;
- A member appointed to the Trust Land Council shall serve a two-year term;
- If the number of candidates who file for a parent position on the Trust Land Council is less than or equal to the number of open positions, an election is not required;
- The Executive Director shall enter the names of the Trust Land Council on the School LAND Trust website on or before October 20 of each year per Utah Code §53G-7-1203;
- Terms of council members shall be staggered so that half the members stand for election each year;
- A Trust Land Council member may serve successive terms provided that the member continues to meet the qualifications specified in this policy;
- Each Trust Land Council shall elect a chair from its parent members and a vice chair from either its parent members or another member.

Trust Land Council Responsibilities

In accordance with USBE rule regarding charter Trust Land Council expenditures and funding limits, the school's Trust Land Council shall:

- Work with students, families, and educators to develop and incorporate a safety principles as defined in Utah Code §53G-7-1202; and,
- Hold at least an annual discussion with the school's administrators to coordinate efforts to develop and incorporate safety principles, as defined in Utah Code §53G-7-1202;
- Provide input to the school's Executive Director on a positive behaviors plan in accordance with Utah Code §53G-10-407.
- Create the School LAND Trust Program and LAND Trust Plan in accordance with Utah Code §53G-7-1206.
- Advise and make recommendations to the school administrators and Board of Directors regarding:
 - the school and its programs;
 - a child access routing plan in accordance with Utah Code §53G-4-402;
 - safe technology utilization and digital citizenship; and,
 - other issues relating to the community environment for students.

- Provide for education and awareness on safe technology utilization and digital citizenship that empowers:
 - a student to make smart media and online choices; and,
 - a parent to know how to discuss safe technology use with the parent's child.
- Partner with the school's Executive Director and other administrators 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 in accordance with the school's policies and Utah Code §53G-7-216.
- Work with students, families, and educators to develop and incorporate safety principles at the school;
- Hold at least an annual discussion with the school's Executive Director and other administrators regarding safety principles at the school and LEA-level in order to coordinate the school community council's effort to develop and incorporate safety principles at the school; and,
- Provide input to the school's Executive Director on a positive behaviors plan in accordance with Utah Code §53G-10-407.

Trust Land Council Committees

A school community may create subcommittees or task forces to advise or make recommendations to the council and develop all or part of a LAND Trust Plan. Any plan or section of a plan developed by a subcommittee or task force shall be subject to the approval of the Trust Land Council. The council may appoint individuals who are not council members to serve on a subcommittee or task force, including parents, school employees, or other community members.

LAND Trust Plan

The Trust Land Council shall create a program to use the school's LAND Trust allocation to implement a component of the school's success plan, including:

- The school's identified most critical academic needs;
- A recommended course of action to meet the identified academic needs;
- A specific listing of any programs, practices, materials, or equipment that the school will need to implement a component of the school's success plan in order to have a direct impact on the instruction of students and result in measurable increased student performance;
- How the school intends to spend the school's allocation of funds to enhance or improve academic excellence at the school.
- The Trust Land Council shall create and vote to adopt a LAND Trust plan in a meeting of the council at which a quorum is present.

- If the majority of the quorum votes to adopt a LAND Trust Plan, the LAND Trust Plan is adopted.

Trust Land Council Meeting Requirements

In accordance with Utah Admin. Code §R277-477 and Utah Admin. Code §R277-491, the school must ensure that certain items are on the school's website:

- The Trust Land Council must provide notice of meetings one week before the council meeting is held and an agenda for the meeting;
- Notice of the date, time, and place of the Trust Land Council meetings;
- Draft minutes of the previous meeting;
- Minutes of the Trust Land Council meetings;
- Rules of order and procedures used by the Trust Land Council to conduct meetings;
- Approved minutes of the Trust Land Council meetings for at least the previous year;
- The proposed Trust Land Council meeting schedule for the school year;
- A school-specific link to the Public Reports on the School LAND Trust website;
- The dollar amount of funds the school receives;
- A link to the school's final reports for the last five school years;
- A link to the school LAND Trust Plan for the current school year.

Required Training

The Board of Directors shall provide annual training for the Trust Land Council to include the following:

- Training for the chair and vice chair about their responsibilities;
- Training on resources available on the School LAND Trust website; and,
- Training on this policy.

If the Board of Directors serves as the Trust LAND Council, the board shall ensure that its members are trained annually on the responsibilities of the Trust LAND Council, available on the School LAND Trust website, and this policy.

Prohibitions on Administrators

The Executive Director and other administrators may not prohibit or discourage a school Trust Land Council from discussing issues, or offering advice or recommendations, regarding the school and its programs, the curriculum, or the community environment for students.

Reviewed: April 25, 2024