

Terra Linda School Community Council

First Meeting of the Year

September 18, 2026 @3:00pm

Agenda at a Glance

1. Welcome, Introductions
2. Review Norms and Meeting Expectations
3. Parent Member Election Results and Appointments
4. Election of Chair and Vice Chair
5. Approval of Rules of Order and Procedure
6. Approval of Recommended Timeline
7. Training Video and Required Annual Training
8. Principal's Report and School Priorities
 - Current School LAND Trust Plan
 - MTSS Review
 - Portrait of a Graduate
 - Title I Review
 - Fundraiser Information
9. Set the Year: Meeting Dates and Communication
10. Closing and Next Steps

1. Welcome, Introductions, and Celebrations

☐ Welcome

Welcome members and thank you for your willingness to serve on the School Community Council. The council provides an opportunity for parents, employees, and school leadership to work together to support student success.

☐ Introductions

Each member shares:

- Their name
 - Their student or students at the school
 - Celebration—Invite members to briefly share school celebrations, successes, or positive updates from the beginning of the school year.
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2. Review Norms and Meeting Expectations

Review the council's norms and expectations for productive meetings.

☒ Norms:

- Listen respectfully to all perspectives.
- Assume positive intentions.
- Stay focused on the agenda.
- Allow each person an opportunity to speak.
- Use student success as the focus of discussions.
- Follow the council's Rules of Order and Procedure.
- Support decisions once they have been made through the proper process.

☐ Meeting Purpose

The purpose of this meeting is to welcome School Community Council members, complete required elections and appointments, review the council's procedures and responsibilities, discuss school priorities, and establish meeting dates for the year.

3. Parent Member Election Results and Appointments

☐ Explanation of the Election Results

I want to explain the process and how we will determine who will be joining our team. We gave parents notice at least 10 days in advance, collected declarations of interest, and held a secret-ballot election with votes deposited in a secure SCC ballot box.

We received five votes total, and each of the five votes was for a different candidate. That means no candidate received a majority, and there was no way to determine the top two from the results. Because of our results, we were encouraged to extend the opportunity for all parents to vote.

The following two people had the majority of votes, and will fill the seats for two-year terms. I have documented the election results, and everything will be recorded in tonight's minutes.

☒ ~~Procedure for Appointing the Two Parent Members~~

Step 1: Present the Facts for the Record

- Names with 1 vote each
- Extension of voting
- Tally Votes

Step 2: Verify Eligibility

Confirm that the two parents being considered meet the definition of a parent member:

- The individual is a parent or guardian of a student currently enrolled at the school.
- The individual is eligible to serve as a parent member of the School Community Council.

Step 3: Make a Motion to Appoint the Parent Members

A current parent member should make the motion:

"I move that we appoint [Name 1] and [Name 2] to fill the two parent member positions for two-year terms, per Utah Code 53G-7-1202(5)(e).

Another voting member should second the motion.

Step 4: Discussion and Vote

Allow time for brief discussion. Then conduct the vote.

All in favor, say "aye."

All opposed, say "no."

The motion passes [_____ to _____].

4. Election of Chair and Vice Chair

Our next agenda item is the annual election of our council chair and vice chair, as required under Utah Code 53G-7-1202. The chair and vice chair should be elected each school year, even if the same individuals served in those positions during the previous year. The chair must be a parent member. The vice chair may be a parent member or a school employee member but may not be the principal.

Let's begin with nominations for chair.

Take nominations:

I'll take nominations for chair. Nominations must come from our parent members.

[Name], would you like to nominate someone, or are you willing to serve?

Allow all parent members an opportunity to nominate someone or volunteer.

When nominations are complete, say:

Are there any further nominations for chair?
Hearing none, nominations are closed.

If There Is Only One Nominee

Use the following wording:

We have one nominee, [Name]. May I have a motion to elect [Name] as chair for the coming year?

Then proceed with the motion, second, discussion, and vote.

If There Is More Than One Nominee

State the nominees:

We have [Name A] and [Name B] nominated for chair.

A voting member makes a motion:

I move that we elect [Name] as chair for the [year–year] school year.

Another voting member seconds the motion.

Allow discussion, then conduct the vote:

All in favor, say "aye."

All opposed, say "no."

The motion passes. [Name] is elected vice chair.

Election of the Vice Chair

Now we will elect the vice chair. The vice chair may be a parent member or a school employee member, but under state law, the vice chair cannot be the principal. Are there nominations for vice chair?

Take nominations and allow time for all eligible members to be considered.

When nominations are complete, say:

Are there any further nominations for vice chair?

Hearing none, nominations are closed.

A voting member makes a motion:

I move that we elect [Name] as vice chair for the [year–year] school year.

Another voting member seconds the motion.

Allow discussion, then conduct the vote:

All in favor, say "aye."

All opposed, say "no."

The motion passes. [Name] is elected vice chair.

Transition to the Chair

After the election, say:

Congratulations, and thank you. [Chair's name], as chair, you will conduct our meetings for the year. I will turn the meeting over to you.

5. Approval of Rules of Order and Procedure [Link](#)

Provide members with a copy of the school's Rules of Order and Procedure. Review the main points and explain how the rules will guide meetings throughout the year.

Key Points to Review

☐ **Council Membership and Parent Majority**

- Review who the voting members are.
- Explain that parent members must hold the required majority on the council.
- Parent members must outnumber all other members combined by at least two members, as required by the council's governing rules.

☐ **Motions and Voting**

Explain the basic motion process:

1. A voting member makes a motion.
2. Another voting member seconds the motion.
3. The motion is discussed.
4. The council votes.
5. The result is recorded in the minutes.

☐ **Participation of Guests and Nonmembers**

Explain that:

- SCC meetings are open to the public.
- Parents, guardians, and community members may attend.
- Guests may be invited to participate at the discretion of the chair.
- The chair will help ensure that discussion remains respectful, relevant, and within the meeting agenda.

☐ **Consistency of Procedures**

Explain that the council's timeline and procedures should remain consistent for at least four years unless changes are approved through the appropriate process.

☒ ~~Motion to Approve the Rules~~

☒ ~~Use the following wording:~~

I move that the Terra Linda School Community Council approve the Rules of Order and Procedure for the 26-27 school year. A second is required. Allow discussion, then vote and record the result in the minutes.

6. Approval of Recommended Timeline

- ☒ ~~Review the recommended SCC timeline for the school year, including:~~
 - See slideshow timeline
- ☒ ~~Use the following motion:~~

I move that the Terra Linda School Community Council approve the recommended timeline for the 26-27 school year. A second is required. Allow discussion, then vote and record the results.

7. Training Video and Required Annual Training

Show the required SCC training video or provide the link for members to view it. [Link](#)

8. Principal's Report and School Priorities

A. Review of the Current School LAND Trust Plan [Link](#)

- ☒ ~~Review the current plan~~

B. MTSS Review

- ☒ ~~Provide an overview of the school's Multi-Tiered System of Supports, including:~~
 - Academic supports
 - Behavioral supports
 - Social-emotional supports
 - Progress monitoring
 - How students are identified for additional support
 - How families are included in the support process

C. Portrait of a Graduate

- ☒ ~~Review the school or district's Portrait of a Graduate.~~

Discuss:

- The skills and characteristics students should develop

- How classroom instruction supports those skills
- Ways to communicate the goals with families

D. Title I Review

- ☒ ~~Review the school's Title I program, including:~~
 - The purpose of Title I funding
 - How funds support student learning
 - Family engagement opportunities
 - Parent and family rights
 - Ways families can provide feedback

E. Fundraiser Information ~~NEW~~ Information AA417

- ☒ ~~Provide information about current or upcoming fundraisers.~~
- ☒ ~~No peer group or pressure to sell~~
- ☒ ~~Whole school goal as a school, grade level~~

Discuss:

- The purpose of the fundraiser
 - The intended use of funds
 - The timeline/type
 - Procedures or approvals that apply
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9. Set the Year: Meeting Dates and Communication

- ☒ ~~Establish Meeting Dates~~

Work together to select meeting dates for the school year.

Regular meeting day: _____

Regular meeting time: _____

Meeting location: _____

Review Communication Procedures

Confirm:

- How agendas will be shared
- That agendas will be posted at least one week before meetings when required
- How families may contact the council
- How meeting minutes will be approved and posted

SCC contact information: _____

10. Closing and Next Steps

- Thank you
- Next meeting date, time, and location of the next meeting
- Minutes and approved information will be posted according to our council procedures.
