

Spectrum Academy School Land Trust Rules of Order and Procedure

The School Children's Trust Section at the Office of the Utah State Board of Education was created to represent, support, and advocate for the public school beneficiaries. The section administers the School LAND Trust program, monitors the School and Institutional Trust Land Administration (SITLA) as they manage the trust lands for the benefit of the public schools, and oversees the investment of the permanent State School Fund by the School and Institutional Trust Fund Office (SITFO) (SchoolLANDTrust.org, 2020).

Spectrum Academy seeks to comply with all state regulations and identified best practices to support the identification of school needs, the allocation of School Land Trust funds, and the overall management of the School Land Trust Committee.

To promote ethical behavior and civil discourse each council member shall:

- Attend council meetings on time and prepared
- Make decisions with the needs of students as the main objective
- Listen to and value diverse opinions
- Be sure the opinions of those you represent are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

Rules of Procedure:

1. All meetings are open to the public and the public is welcome to attend.
2. The agenda of each upcoming meeting with draft minutes of the prior meeting will be made available to all council members at least one week in advance, will be posted on the school website, and made available in the main office. The agenda will include the date, time, and location of the meeting.
3. Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.
4. The council will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in the preparation of agendas to be sure the council accomplishes its work in a timely manner. [see [page 4](#) of this document]
5. The council consists of at least one principal or director, one school employee who is elected in even years, one school employee who is elected in odd years, and four parent members, half of whom are elected in even years and a half in odd years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome.

6. The chair conducts the meetings, makes assignments, and requests reports on assignments. In the absence of the chair the vice-chair shall conduct meetings. The President and Vice-President of the Board of Directors shall serve as the School Land Trust Council chair and vice-chair respectively.
7. The council must have a quorum to vote. A quorum is equal to a majority of council members.
8. If a parent member is absent from two consecutive meetings, the chair will notify the member that if the member does not attend the next meeting, the council will consider the seat vacant and the remaining parent members will appoint a parent to fill the unexpired term.
9. The council must determine a procedure for a council member to disclose a conflict of interest if required by the local school board. [see [page 7](#) of this document].
10. Meetings shall be conducted and action is taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes. [see [page 8](#) of this document]

Spectrum Academy School Land Trust Council

2020-2021 Council Members- Pleasant Grove

Name	Position	Contact
Jason Steenblik	Chair (<i>parent</i>)	jsteenblik@spectrumcharter.org
Madi Leyba	Vice-Chair (<i>parent</i>)	madi.leyba@spectrumcharter.org
Marney DeVroom	Member	mdevroom@spectrumcharter.org
Marcy Johnson	Member (<i>parent</i>)	mjohnson@spectrumcharter.org
Amy Loerscher	Member (<i>parent</i>)	amy.loerscher@spectrumcharter.org
Larry Bethers	Member (<i>parent</i>)	larry.bethers@spectrumcharter.org
Liz Banner	Director (<i>principal/director</i>)	lbanner@spectrumcharter.org
Dennis Bullard	Member	dbullard@spectrumcharter.org

2020-2021 Council Members- North Salt Lake

Name	Position	Contact
Jason Steenblik	Chair (<i>parent</i>)	jsteenblik@spectrumcharter.org
Madi Leyba	Vice-Chair (<i>parent</i>)	madi.leyba@spectrumcharter.org
Marney DeVroom	Member (<i>parent</i>)	mdevroom@spectrumcharter.org
Marcy Johnson	Member (<i>parent</i>)	mjohnson@spectrumcharter.org
Amy Loerscher	Member (<i>parent</i>)	amy.loerscher@spectrumcharter.org
Larry Bethers	Member (<i>parent</i>)	larry.bethers@spectrumcharter.org
Christina Guevara	Director (<i>principal/director</i>)	cguevara@spectrumcharter.org
Dennis Bullard	Member	dbullard@spectrumcharter.org

2020/2021 Meeting Schedule:

The School Land Trust Councils will meet during regularly scheduled board meetings held in January, February, and March of 2021.

Spectrum Academy [Bylaws](#)

Spectrum Academy [Charter Agreement](#)

School Land Trust Council Timeline

- Spring or Fall
 - Local school boards establish timelines for the election of school community councils.
 - Elections may be held in the spring to be completed before the last week of the school year OR near the beginning of the school year.
 - The election timeline must remain consistent for at least four years.
 - Notice of the election is provided at least 10 days in advance of the election.

OR

The charter school's board of directors can serve as the council. **At Spectrum Academy, our Board of Directors serves as the council.**

- Before October 1st
 - District Business Administrators submit prior year expenditures for each school consistent with the Annual Programmatic Report on the School LAND Trust website for each school
 - District Business Administrators notify the School Children's Trust Section about any reallocation of the current year distribution between schools to reflect changes in enrollment, including new and closing schools, to deposit in the database
 - Districts update contact information and spring due dates on the School LAND Trust website
- Before October 20th
 - The following is posted on the school website and in the school office with other required postings:
 - The proposed schedule of meeting dates for the year
 - The names of council members with a phone or email contact (or both) [see [page 3](#) of this document]
 - A summary of implementation of the prior year School LAND Trust Plan including how the goals were completed and how the funds were spent.
 - Principals enter fall reports on the School LAND Trust website:
 - Membership Report – names and email addresses of the current school community council
 - Signed Principal Assurance – assurance that the council is properly constituted and that elections and subsequent appointments were made according to the law and board rule
 - Final Report on the prior year's implementation, expenditures and measurement results
- After October 20th
 - Districts review Final Reports to make them public on the School LAND Trust website.
- Before April 1st
 - Principals enter spring reports on the website
 - School LAND Trust Progress Report (estimated expenditures) for the current year
 - School LAND Trust Plan for upcoming year

- Committee Signature Form
- Before May 15th
 - Districts review spring reports
 - Local board consideration and approval of Upcoming School LAND Trust Plans
- Before July 1st
 - Review of School Plans by School Children’s Trust Section at the Utah State Board of Education
 - Final approval of School Plans on the School LAND Trust website. Plans are viewable to the public.
- July 1st
 - Distribution of School LAND Trust Funds to districts for all schools with approved plans

Spectrum Academy’s School Land Trust Timeline

Date	Action
March 2020	<ul style="list-style-type: none"> ● Approval of 2020-2021 School Land Trust Plan ● Submit approved plan to the state
September 2020	<ul style="list-style-type: none"> ● 2020-2021 School Land Trust proposed Council meeting dates posted on website ● 2020-2021 School Land Trust Council is posted on the website ● Summary of 2019-2020 School Land Trust implementation posted on website ● Fall reports entered into School Land Trust website <ul style="list-style-type: none"> ○ Current year update, membership report ○ Signed Principal assurance ○ Prior year final report
October 2020	After October 20th <ul style="list-style-type: none"> ● Review of final report ● Final report made public via newsletter, email, and social media
March 2021	<ul style="list-style-type: none"> ● Principals enter spring reports on the website ● School LAND Trust Plan is approved for upcoming year and Council signs Signature Form
April 2021	<ul style="list-style-type: none"> ● Districts review spring reports ● Local board consideration and approval of upcoming School LAND Trust Plans
June 2021	<ul style="list-style-type: none"> ● Review of School Plans by School Children’s Trust Section at the Utah State Board of Education

	<ul style="list-style-type: none">● Final approval of School Plans on the School LAND Trust website. Plans are viewable to the public.
July 2021	<ul style="list-style-type: none">● Distribution of School LAND Trust Funds to districts for all schools with approved plans

Notification of Conflict of Interest

Conflict of Interest: Do not provide input for any council activities with which you may have a conflict of interest, including the following:

- Working for any partners or vendors that may have a financial or other potential of benefit from participating in council activities
- Having a family member that works for any partners or vendors that may have a financial or other potential of benefit from participating in council activities
- Not feeling that you can be impartial and unbiased in your review of a council activity
- Other conflicts of interest

Every council member is required to articulate any conflict of interest and abstain from any council activities. If you have concerns, please email the Spectrum Academy School Land Trust Council Chair.

Simple Motions of Parliamentary Procedure

MOTION	DOES IT REQUIRE A 2ND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	IS A VOTE REQUIRED
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	2/3
Main motion	yes	yes	yes	majority
Point of Order	no	no	no	ruled on by chair
Previous Question	yes	no	no	2/3
Reconsider	yes	yes	no	majority
Withdrawal of Motion	no	no	no	majority

A **motion** (or an action to be taken by the council) is stated as a motion. Someone else on the council **“seconds”** the motion indicating that at least one other person on the council feels the motion is worthy of discussion. Then the council members may provide **input and discussion** as called upon by the chair. When discussion seems complete **the chair may call for a vote on the motion**. Or when a member of the council **“calls the previous question”** (a motion to end discussion of the first motion), a second is required. Without discussion the chair calls for a vote that must pass by 2/3. If the vote on the previous question fails, the council goes back to discussing the first motion. If the motion to call the previous question passes, the chair directly calls for a vote on the first motion. A vote to call the previous question is usually used to move business along.

- A tie vote is a lost vote.
- Most motions are main motions. A main motion may be amended.
- A point of order is offered when there is some question if procedure had been followed correctly.
- To stop debate or discussion on a motion and force the vote a member would say, “I move the previous question.” This requires a second and a 2/3 vote.
- Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side.
- A person who made the motion may withdraw the same motion.