

North Point Elementary
School Community Council

Monday December 3, 2018
4:00 PM - Conference Room

****Agenda****

Welcome: Becky Katoa

Excused:

Items of Action:

-Vote to approve the November meeting minutes (please review ahead of time.)

-Discuss and possibly vote to amend Bylaws (Please review ahead of time!!)

-I have included our current bylaws (Order of Rules and Procedures) as well as the current Utah code. Please read through both and make note of anything that you think might be missing, could be changed or anything else you'd like to discuss. Please email over any changes you think need to happen and we will vote to approve or amend these to keep for the next 4 years.

-Handout on Digital Citizenship and talk about it if time allows. If not, plan to come prepared to discuss it in the January meeting.

Other Items:

-Items of Business from Mr Gallant

Discussion Items or Public Comment:

Calendar Items:

-Dec 18 - Christmas School Sing

-Dec 20 - Jan 2 - CHRISTMAS BREAK!!

-Jan 3 - First day back to school

-Jan 7 - 4:00 PM - Next SCC Meeting

Items for future:

NORTH POINT ELEMENTARY RULES OF ORDER AND PROCEDURE:

This template was developed at the request of schools and districts to meet a new requirement for school community councils to adopt Rules of Order and Procedure (53A-1a-108.1). The template may be reviewed and amended by councils to meet their needs or councils may develop their own. 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: All meetings are open to the public and the public is welcome to attend. 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. Minutes will be kept of all meetings, prepared in d Election Timeline This is to remain in effect for 4 years from date voted on, at which time it can be voted on again and changed to a spring election system, if desire. 1. SCC elections will be held near the beginning of each school year and within the first 30 days of school. 2. Prior to nomination period – notify current members on council of their terms ending and inform them of how to file for nomination if they desire to serve again. 3. Notice of school community council elections shall be provided to the school community at least 10 days prior to the elections. Included in the notice will be the dates, times and location of the election, the positions up for election and information about nominations. 4. At the end of the open nomination period, if the community council positions are contested, an election will be held according to previously noticed dates and times. No election will be held if positions are determined to not be contested or at the discretion of school principal and SCC chair. 5. At the close of elections – votes will be counted and results of the voting will be noticed. Simple Motions of Parliamentary Procedure OTION 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 tie vote is a lost vote. • A main motion may be amended. • Nominations can be closed by saying, “I move to close nominations.” • Most motions are main motions. • 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. December 2014

UTAH CODE FOR COMMUNITY COUNCILS:

Effective 5/10/2016 Renumbered 1/24/2018 53A-1a-108 School community councils -- Duties -- Composition -- Election procedures and selection of members. (1) As used in this section: (a) "Digital citizenship" means the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security. (b) "District school" means a public school under the control of a local school board elected under Title 20A, Chapter 14, Nomination and Election of State and Local School Boards. (c) "Educator" means the same as that term is defined in Section 53A-6-103. (d) (i) "Parent or guardian member" means a member of a school community council who is a parent or guardian of a student who: (A) is attending the school; or (B) will be enrolled at the school during the parent's or guardian's term of office. (ii) "Parent or guardian member" may not include an educator who is employed at the school. (e) "School community council" means a council established at a district school in accordance with this section. (f) "School employee member" means a member of a school community council who is a person employed at the school by the school or school district, including the principal. (g) "School LAND Trust Program money" means money allocated to a school pursuant to Section 53A-16-101.5. (2) A district school, in consultation with the district school's local school board, shall establish a school community council at the school building level for the purpose of: (a) involving parents or guardians of students in decision making at the school level; (b) improving the education of students; (c) prudently expending School LAND Trust Program money for the improvement of students' education through collaboration among parents and guardians, school employees, and the local school board; and (d) increasing public awareness of: (i)

school trust lands and related land policies; (ii) management of the State School Fund established in Utah Constitution Article X, Section V; and (iii) educational excellence. (3) (a) Except as provided in Subsection (3)(b), a school community council shall: (i) create a school improvement plan in accordance with Section 53A-1a-108.5; (ii) create the School LAND Trust Program in accordance with Section 53A-16-101.5; (iii) advise and make recommendations to school and school district administrators and the local school board regarding: (A) the school and its programs; (B) school district programs; (C) a child access routing plan in accordance with Section 53A-3-402; (D) safe technology utilization and digital citizenship; and (E) other issues relating to the community environment for students; (iv) provide for education and awareness on safe technology utilization and digital citizenship that empowers: (A) a student to make smart media and online choices; and Utah Code Page 2 (B) a parent or guardian to know how to discuss safe technology use with the parent's or guardian's child; and (v) partner with the school's principal 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 local school board policy and Subsection 53A-1-706(3). (b) To fulfill the school community council's duties described in Subsections (3)(a)(iv) and (v), a school community council may: (i) partner with one or more non-profit organizations; or (ii) create a subcommittee. (c) A school or school district administrator may not prohibit or discourage a school community council from discussing issues, or offering advice or recommendations, regarding the school and its programs, school district programs, the curriculum, or the community environment for students. (4) (a) Each school community council shall consist of school employee members and parent or guardian members in accordance with this section. (b) Except as provided in Subsection (4)(c) or (d): (i) each school community council for a high school shall have six parent or guardian members and four school employee members, including the principal; and (ii) each school community council for a school other than a high school shall have four parent or guardian members and two school employee members, including the principal. (c) A school community council may determine the size of the school community council by a majority vote of a quorum of the school community council provided that: (i) the membership includes two or more parent or guardian members than the number of school employee members; and (ii) there are at least two school employee members on the school community council. (d) (i) The number of parent or guardian members of a school community council who are not educators employed by the school district shall exceed the number of parent or guardian members who are educators employed by the school district. (ii) If, after an election, the number of parent or guardian members who are not educators employed by the school district does not exceed the number of parent or guardian members who are educators employed by the school district, the parent or guardian members of the school community council shall appoint one or more parent or guardian members to the school community council so that the number of parent or guardian members who are not educators employed by the school district exceeds the number of parent or guardian members who are educators employed by the school district. (5) (a) Except as provided in Subsection (5)(f), a school employee member, other than the principal, shall be elected by secret ballot by a majority vote of the school employees and serve a two year term. The principal shall serve as an ex officio member with full voting privileges. (b) (i) Except as provided in Subsection (5)(f), a parent or guardian member shall be elected by secret ballot at an election held at the school by a majority vote of those voting at the election and serve a two-year term. (ii) Utah Code Page 3 (A) Except as provided in Subsection (5)(b)(ii)(B), only a parent or guardian of a student attending the school may vote in, or run as a candidate in, the election under Subsection (5)(b)(i). (B) If an election is held in the spring, a parent or guardian of a student who will be attending the school the following school year may vote in, and run as a candidate in, the election under Subsection (5)(b)(i). (iii) Any parent or guardian of a student who meets the qualifications of this section may file or declare the parent's or guardian's candidacy for election to a school community council. (iv) (A) Subject to Subsections (5)(b)(iv)(B) and (5)(b)(iv)(C), a

timeline for the election of parent or guardian members of a school community council shall be established by a local school board for the schools within the school district. (B) An election for the parent or guardian members of a school community council shall be held near the beginning of the school year or held in the spring and completed before the last week of school. (C) Each school shall establish a time period for the election of parent or guardian members of a school community council under Subsection (5)(b)(iv)(B) that is consistent for at least a four-year period. (c) (i) At least 10 days before the date that voting commences for the elections held under Subsections (5)(a) and (5)(b), the principal of the school, or the principal's designee, shall provide notice to each school employee, parent, or guardian, of the opportunity to vote in, and run as a candidate in, an election under this Subsection (5). (ii) The notice shall include: (A) the dates and times of the elections; (B) a list of council positions that are up for election; and (C) instructions for becoming a candidate for a community council position. (iii) The principal of the school, or the principal's designee, shall oversee the elections held under Subsections (5)(a) and (5)(b). (iv) Ballots cast in an election held under Subsection (5)(b) shall be deposited in a secure ballot box. (d) Results of the elections held under Subsections (5)(a) and (5)(b) shall be made available to the public upon request. (e) (i) If a parent or guardian position on a school community council remains unfilled after an election is held, the other parent or guardian members of the council shall appoint a parent or guardian who meets the qualifications of this section to fill the position. (ii) If a school employee position on a school community council remains unfilled after an election is held, the other school employee members of the council shall appoint a school employee to fill the position. (iii) A member appointed to a school community council under Subsection (5)(e)(i) or (ii) shall serve a two-year term. (f) (i) If the number of candidates who file for a parent or guardian position or school employee position on a school community council is less than or equal to the number of open positions, an election is not required. Utah Code Page 4 (ii) If an election is not held pursuant to Subsection (5)(f)(i) and a parent or guardian position remains unfilled, the other parent or guardian members of the council shall appoint a parent or guardian who meets the qualifications of this section to fill the position. (iii) If an election is not held pursuant to Subsection (5)(f)(i) and a school employee position remains unfilled, the other school employee members of the council shall appoint a school employee who meets the qualifications of this section to fill the position. (g) The principal shall enter the names of the council members on the School LAND Trust website on or before October 20 of each year, pursuant to Section 53A-1a-108.1. (h) Terms shall be staggered so that approximately half of the council members stand for election each year. (i) A school community council member may serve successive terms provided the member continues to meet the definition of a parent or guardian member or school employee member as specified in Subsection (1). (j) Each school community council shall elect: (i) a chair from its parent or guardian members; and (ii) a vice chair from either its parent or guardian members or school employee members, excluding the principal. (6) (a) A school community council may create subcommittees or task forces to: (i) advise or make recommendations to the council; or (ii) develop all or part of a plan listed in Subsection (3). (b) Any plan or part of a plan developed by a subcommittee or task force shall be subject to the approval of the school community council. (c) A school community council may appoint individuals who are not council members to serve on a subcommittee or task force, including parents or guardians, school employees, or other community members. (7) (a) A majority of the members of a school community council is a quorum for the transaction of business. (b) The action of a majority of the members of a quorum is the action of the school community council. (8) A local school board shall provide training for a school community council each year, including training: (a) for the chair and vice chair about their responsibilities; (b) on resources available on the School LAND Trust website; and (c) on the following statutes governing school community councils: (i) Section 53A-1a-108; (ii) Section 53A-1a-108.1; (iii) Section 53A-1a-108.5; and (iv) Section 53A-16-101.5.