

SHELLEY ELEMENTARY SCHOOL COMMUNITY COUNCIL (SCC) BYLAWS

Utah Code Ann., Section 53A-1a-108 directs that each public school, in consultation with its local school board, shall establish a School Community Council (the “Council”) at each school building level.

Accordingly, the Shelley School Community Council was created to support school improvement and the academic achievement of students through increased community involvement in the school.

ARTICLE I: Name of Council

The name of this Council shall be the Shelley School Community Council, hereinafter also known as the SSCC.

ARTICLE II: Purpose and Responsibilities

In accordance with State and Alpine School District guidelines, the purpose of the SSCC is:

- 1) to build consistent and effective communication among parents, employees, and administrators
- 2) to allow parents an opportunity to be actively involved with the school in the education of their children
- 3) to support school improvement and student achievement through increased community involvement.

The responsibilities of the SSCC shall be in accordance with State, Alpine School District, and school guidelines as outlined in these bylaws. The SSCC will:

- Section 1: Assist in the development and implementation of an on-going, comprehensive School Improvement Plan in accordance with Utah Code Ann., Section 53A-1a-108.5.
- Section 2: Meet the requirements for the development and implementation of a Staff Development Plan in accordance with Utah Code Ann., Section 53A-3-701.
- Section 3: Develop a child access routing plan (Safe Routes Plan) in accordance with Utah Code Ann., Section 53A-3-402.
- Section 4: Develop a plan for the use of School Trust Lands monies to address specific academic needs in accordance with Utah Code Ann., Section 53A-16-101.5 and Utah Administrative Code R277-477-1, et seq.

Section 5: Advise the administration with regard to school-level policies, procedures, and issues or concerns and provide a forum for community and patron issues to be addressed.

ARTICLE III: COMPOSITION OF THE COUNCIL

Each Council shall consist of school employees, the school's principal, and parents/guardians of students who are attending the school (see Section 3.5 below). Parents/guardians employed at the school may be elected to represent the school employees, but may not represent the parents/guardians of students attending the school. The principal serves as an ex-officio member of the Council with full voting privileges.

Section 1: Each school employee member shall be elected by a majority vote of the school employees and serves a two (2) year term.

Section 2: Each parent/guardian member shall be elected at an election held at the school by a majority vote of those voting at the election and serves a two (2) year term.

Section 3: Written notice of the elections shall be given at least 21 days prior to the election. Results of the election will be made available to the public upon request.

Section 4: Only parents/guardians of students who will be attending the school during the year for which the Council is being elected may vote at the election.

Section 5: A parent/guardian who will have a student at the school some time during the initial two (2) year term of office is eligible to run for election. Council members may be re-elected for up to three (3) consecutive terms.

Section 6: Terms shall be staggered so that approximately fifty percent (50%) of the Council members run for election in any one (1) year. This should be fifty percent (50%) parents and fifty percent (50%) teachers who are elected each year.

Section 7: SSCC shall have at least six (6) and no more than ten (10) parent/guardian members. Changes to the size of the Council must be made prior to the start of an election.

Section 8: If a parent/guardian position remains unfilled after the election or is vacated prior to the completion of a term, the other parent/guardian members of the Council shall appoint a parent/guardian, who meets the qualifications of this policy, to the position for the remainder of the term only if the number of parent members goes below six (6) with the vacancy. If a vacancy occurs but the number of parent members does not go below six (6), a parent/guardian will not be appointed.

- Section 9: The number of parent/guardian members shall exceed by two (2) the number of school employees who serve on the Council, including the school principal.
- Section 10: SSCC shall have at least four (4) school employee members. Changes to the size of the Council must be made prior to the start of an election.
- Section 11: If a school employee position remains unfilled after the election or is vacated prior to the completion of a term, the other school employee members of the Council shall appoint a school employee to the position for the remainder of the term.
- Section 12: For only one (1) year, either in the elections for 2013-14 year or the 2014-2015 year, the SSCC can determine to elect a position for a one (1) year term to make positions staggered.

ARTICLE IV: Officers and Duties

ROLE OF THE PRINCIPAL

The principal will be responsible for elections to the School Community Council. Elections are held in the early fall. Election procedures shall be conducted in accordance with Utah Code Ann., Section 53A-1a-108.

- Section 1: The principal shall be responsible for the preparation, posting, and dissemination of all necessary information, summaries, and notices as required by applicable Utah law, rules, and regulations.
- Section 2: The principal will work with the chairperson and vice-chairperson in order to provide for efficient and effective operation of the Council.
- Section 3: The principal or his/her designee shall insure that the School Community Council acts in compliance with the Utah Open and Public Meetings Act, Utah Code Ann., Section 52-4-1, et seq.
- Section 4: Primary authority and accountability for all activities of the school resides with the principal. The principal shall work closely with SSCC to insure that they are functioning as outlined in this policy and as directed by Utah law, rules, and regulations.

ROLE OF THE CHAIRPERSON AND VICE-CHAIRPERSON

- Section 1: The Council shall elect a chairperson and vice-chairperson from among its parent/guardian members.
- Section 2: A school employee may be elected as a co-chair provided a parent member serves as the other co-chair.

- Section 3: The chairperson will work with the principal to schedule meetings and to develop the agenda.
- Section 4: The chairperson shall conduct the monthly meetings.
- Section 5: The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson.

DUTIES OF THE SECRETARY

- Section 1: The Council shall elect a secretary from among its parent/guardian or teacher members.
- Section 2: The secretary will help the principal and chairperson in creating an agenda (i.e. typing the agenda) and ensure that council members receive the agenda prior to SSCC meeting.
- Section 3: The secretary will take the minutes of the meeting and post them to the website.

DUTIES OF COUNCIL MEMBERS

- Section 1: Each Council member should make a conscientious effort to attend all meetings.
- Section 2: Each Council member should strive to act in good faith for the benefit of the students and the school.
- Section 3: Each Council member will participate in the review and development of the School Trust Lands proposal, the School Improvement Plan and other required plans, reports, and committees.
- Section 4: At the end of the school year, each Council member will sign the sign-off form reflecting participation in the above activities.

ARTICLE VI: Meetings and Rules

- Section 1: **Meeting Schedule.** Regular meeting dates of the SSCC shall be determined by the SSCC. If there is a holiday or conflicting event, the SSCC shall agree upon another meeting date, time, and site by consensus.
- Section 2: **Special Meetings.** Special meetings may be called by the principal, chairperson, or by a majority vote of the SSCC. A meeting notice and agenda must be posted in a public location at the school and be in compliance with the Utah Open and Public Meetings Act, Utah Code Ann., Section 52-4-1, et seq.

Section 3: **Attendance.** Attendance records and minutes of all meetings shall be kept on file for public review on the school website.

Section 4: **Quorum.** No business can be acted upon in any meeting without a quorum present. A quorum shall consist of 50% plus one (1) of the membership and have at least one member from the community and one member from the school employees.

Section 5: **Agenda Setting.**

1. Items for consideration may be submitted to the SSCC chairperson by any role group in writing.
2. Items must be submitted at least ten calendar days before the scheduled meeting date.
3. Submitted items will be placed on the next meeting's agenda provided there is sufficient time available, or within two months.
4. The agenda will be set by the principal and SSCC chairperson and posted on the school website with the minutes of the previous meeting one week prior to the meeting.

Section 6: **Testimony Policy.**

1. The SSCC welcomes attendance at our meetings. Anyone who would like to testify about a specific topic will need to be placed on the agenda.
2. Please contact the SSCC Chairperson ten (10) calendar days prior to a scheduled meeting to request to be placed on the agenda and inform the Chairperson of the topic. (refer to Agenda Setting above)
3. Any pertinent material must be submitted at the same time as the agenda item request. If there are revisions to the pertinent material please provide ten (10) copies prior to the meeting.
4. Testimony will be limited to five (5) minutes.
5. If your concerns involve a specific student, teacher or staff member, please make an appointment directly with the Principal to discuss your concerns. The SSCC will not discuss concerns regarding a specific student, teacher or staff member.
6. No immediate decisions on the testimony will be made at the meeting but concerns may be deferred to a committee or tabled.
7. The SSCC will respond to the Testimony when it has received the pertinent information from the different role groups.

ARTICLE VII: Decision Making

All regular and special meetings of the SSCC shall be conducted using parliamentary procedures or an appropriate adaptation thereof. The SSCC decision-making process shall be conducted with the intention of reaching consensus. Consensus is reached when all points of view have been heard and the will of the group is evident even to those who oppose it.

In the event the SSCC reaches an impasse which prohibits business from being conducted, the following action will be taken: The SSCC will take a vote with 50% + 1 majority required for the decision to be approved.

The principal shall have the authority to set aside any decision made by the SSCC if the principal determines it to be in the best interests of the school, provided that the principal notifies the SSCC and explains his/her reasons. If the SSCC opposes a decision of the principal, an appeal shall first be brought to the Elementary Administrator over Shelley Elementary, and, if necessary, to the Superintendent and, to the Board of Education.

ARTICLE VIII: Amendments

These bylaws may be amended by the SSCC. The proposed amendments must have been presented and discussed at one previous regular meeting for which the necessary notice of the meeting and agenda were posted. Passage of amendments to the bylaws requires an affirmative vote of at least 50%+1. SSCC will adhere to the state law if the bylaws and the state laws are incongruent.

Section 1. **Effective Date.** All amendments or changes to the bylaws shall become effective at the date of adoption, unless otherwise specified by the SSCC.

SIGNED BY:

_____ Date: _____
SSCC Chairperson

_____ Date: _____
SSCC Vice-Chairperson

_____ Date: _____
Peggy Crandall, Principal

Signature of other SSCC members:

_____ Date: _____ _____ Date: _____

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