

**Bylaws  
of the Community Council  
for  
Traverse Mountain Elementary**

These laws and rules govern the Traverse Mountain School Community Council to enable broad public involvement. The undersigned agree to the following bylaws:

**Bylaw 1 – Name**

A. The name of this council shall be the Traverse Mountain Elementary School Community Council (SCC).

**Bylaw 2 - Purpose**

A. The Traverse Mountain Elementary School Community Council is an advisory body consisting of parents, and school faculty which as a whole: collaborates, bases decisions on data, proposes and implements action plans to bring about meaningful school improvements. All of its plans and actions are overseen by the local school board.

B. The Traverse Mountain Elementary School Community Council seeks to ensure that all parties; students, parents and all levels of educators, in the educational process are well supported and that information flows from one party to the next. The council makes sure that especially students and parents are heard and that students receive the best educational services as possible.

C. The Traverse Mountain Elementary School Community Council does not deliver instruction, and does not manage the school, its staff or employees or the district.

**Bylaw 3 – Duties and Responsibilities**

A. The Traverse Mountain Elementary School Community Council shall, gather and disseminate the necessary information by and through:

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- 1- The SCC reviews U-PASS data and other information to determine the needs of students.
- 2- The SCC develops a school improvement plan (SIP).
- 3- The SCC develops and submits the online School LAND Trust Plan, an academic subset of the SIP.
- 4- The SCC assists in the creation of a professional development plan.
- 5- The SCC develops a reading achievement plan.
- 6- The SCC develops a child access routing plan.
- 7- The SCC submits any required reports to the local school board for its approval.
- 8- The SCC appoints subcommittees or task forces as needed.
- 9- The SCC advises school and district administration, and the local school board, on local and district school issues.
- 10- When requested by the local school board, the SCC provides information to assist the local board in resolving issues of local concern. The SCC is encouraged to advise and inform the local board members.
- 11- The SCC provides ongoing support in the implementation of approved plans.
- 12- The SCC assumes other tasks and responsibilities relating to its school, such as safety, school climate, student and teacher recognition, and other issues for which it is well-suited. It can use local government authorities to help facilitate those needs.
- 13- The SCC shall look to their parents as the primary advocates for the children, to help understand the various viewpoints and values within the community.
- 14- The SCC shall look to the school faculty to understand the local, state and federal academic goals, the knowledge and the understandings of methods of instruction, management of school functions, extracurricular activities and classroom resources.

### **Bylaw 4- Membership**

- A. The Traverse Mountain Elementary School Community Council has at least 1 more parent/guardian members than school employee members, including the principal.
- B. There must be at least 4 parent members.
- C. There must be at least 3 and up to 7 faculty/staff members including the principal.
- D. The school principal is a voting member of the Traverse Mountain Elementary School Community Council.
- E. The PTA President is invited to attend, but is not a voting member unless she/he is an

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elected Traverse Mountain School Community Council representative.

### **Bylaw 5 – Terms**

- A. A term is two years. The new term for the upcoming year starts the day after the current school year ends.
- B. Terms should be staggered so that approximately half of the council is up for election each year.
- C. A council member may be elected for up to three consecutive terms.

### **Bylaw 6 – Elections**

- A. Elections of the SCC for the upcoming year will occur during the spring Parent Teacher Conferences.
- B. Notice of the SCC election is provided to parents and school employees at least two weeks in advance of the election, and includes: (1) the positions that are available, (2) dates and times of the elections, and (3) instructions for becoming a candidate.
- C. When more candidates file for parent positions or school employee positions than there are vacancies, the school holds a formal election.
- D. Elections are overseen by the principal, or designee, and are conducted by means of secret ballots, deposited in a secure ballot box.
- E. When elections are held before the school year begins, only parents of students who will attend the school in the upcoming year may run for a seat on the SCC.
- F. Parents of both current and incoming students of upcoming year may vote for parent members.
- G. If voting is conducted by mailed ballots or secure electronic systems, such voting is conducted consistent with the Utah State Board of Education Rule on SCCs.
- H. Results of each election are kept and made available to the public upon request.
- I. If positions are vacant following the elections, parents on the council appoint parent members to fill the vacancies, and school employee members appoint school employee members.

### **Bylaw 7 – Officers**

- A. The SCC elects a chair and a vice-chair, one from the parent members and the other from the school employee members. The principal may not serve as either officer.
- B. Non-elected persons may be appointed to committees or task forces to accomplish specific assignments. The work for these groups should be overseen and approved by the elected council members.

### **Bylaw 8- Meetings**

- A. SCC meetings are open to the public.
- B. SCC meeting agendas are posted on the school's website at least one week prior to the meeting, and include the date, time, and location of the meeting, and the minutes of the previous meeting.
- C. SCC meeting agendas are posted at the school at least 24 hours prior to the meeting, and include the date, time, and location of the meeting.
- D. All SCC minutes include the date, time, and location of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided; a record of votes; the name of each person who was not a member of the SCC, but who was recognized by the chair to speak during the meeting, and the substance of what was said. Minutes are marked as a draft until approved.
- E. A recording of each meeting is kept and labeled with the date, time, and location of the meeting.

### **Bylaw 9 – Reports / Notifications**

- A. The following report summaries are presented on the school's website and via required means:
  - (1) to each household with a student attending the school, and (2) according to the following schedule:
    - (a.) Within the first two weeks of the school year, a meeting schedule for the year that includes the date, time, and location of each meeting, additional meetings can be added on as an as needed basis to serve a purpose of the SCC;

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- (b.) In the fall of the year, a summary of the final report of the School LAND Trust Program implementation for the previous year; and
- (c.) During the year, a mid-year summary of the SCCs actions and activities to date.

B. The means by which the SCC notifies and provides the delivery to individual households is as follows: (1) posting the information of the school's website, AND (2) mailing the information, (3) delivering a voice message describing the information and explaining where to obtain it, (4) sending an email message containing the information, (5) providing an information packet that is delivered to the student's parent, (6) including the information with the school's annual registration materials, (7) including the information with the student's report card, OR (8) using a combination of these methods.

C. Parents are notified of parent member election policies and time lines established by the SCC.

D. In the fall, the SCC must complete and submit the School Community Council Membership Report.

E. In the spring, the SCC must submit the Spring Reports, which are all part of the School Plan submission which include: (1) The Progress Report, (2) The School LAND Trust Plan for the next school year, AND (3) The School Community Council Signature Form.

F. The SCC meets the due dates for the School Improvement Plan, the School LAND Trust Plan, the Staff Professional Development Plan, the Child Access Routing Plan, and the Reading Achievement Plan, which each of these due dates are determined by the district.

### **Bylaw 10- Voting**

A. The majority of both groups in the council must be present before official votes are taken.

B. A simple majority of those present approves all actions.

C. No final action is taken on substantive issues not listed on the agenda. Issues not listed on the agenda can be discussed, and assignments pertaining to these issues made, if those assignments are designed to help the SCC make a proper decision at a later date.

**Bylaw 11 – Amendments**

These bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote of the SCC at any duly organized meeting of the SCC. All decisions must comply with current legislation.

We agree to the aforementioned Bylaws.

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David Stephenson, Principal

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P cwrkg"J km, Chairperson

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Dee Lawler, Co-Chair

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Sonda Smith

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Kelly Taeoalii

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