

Traverse Mountain Elementary School Community Council Bylaws

By-Laws Of the Community Council For Traverse Mountain Elementary School (Updated—April 11, 2013)

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, and proposes and implements action plans to bring about meaningful school improvements.
- 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 well between each party. The council makes sure that especially students and parents are heard and that students receive the best educational services 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:
 - 1. The SCC reviews UPASS testing data and other reliable data to determine the needs of the students.
 - 2. The SCC creates a school improvement plan (SIP).
 - 3. The SCC creates 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 creates a reading achievement plan (Elementary).
 - 6. The SCC develops a child access routing plan. (Elementary and Middle/Jr. High Schools)

7. The SCC regularly submits required reports to the local school board for approval.
8. The SCC appoints subcommittees or task forces as desired that may include participants other than elected SCC members (parents, staff, students, community members, etc.).
9. The SCC advises school and district administration and the local school board on local and district school issues.
10. Upon request of 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 implementation of approved plans.
12. SCCs shall encourage participation on the SCC, including recruiting potential applicants to apply for open positions on the council.
13. SCCs may assume other tasks and responsibilities relating to their school, such as safety, school climate, student and teacher recognition, etc. that are best addressed through local school collaboration.

Bylaw 4—Membership

- A. The Traverse Mountain Elementary School Community Council has at least 2 more parent/guardian members than school employee members, including the principal.
- B. There shall be up to 7 parent members.
- C. There shall be up to 5 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 he/she is an elected Traverse Mountain Elementary School Community Council representative.

Bylaw 5—Terms

- A. A term is 2 years. The new term for the upcoming year starts after the elections held during the week of back-to-school night.
- B. As best as possible, terms should be staggered so that approximately half of the council is up for election each year.
- C. A council member may serve after 2 years if reelected with no term limits.

Bylaw 6—Elections

- A. Elections of the SCC for the upcoming year will occur during the week of Back-to-School night.

- 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 school 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, parents of students who will attend the school in the upcoming year may run for a seat on the SCC.
- F. Both parents of current and incoming students of upcoming year may vote for parent members.
- G. If voting is conducted by mail 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 become vacant during the interim between the elections, parents in the council appoint parent members to fill vacancies, and school employee members appoint school employee members.
- J. The timing of the election must remain the same for at least four years.
- K. The elections may be held in the beginning of the school year, or in the spring, if they are completed before the last week of school.
- L. The timeline must include a notice to parents at least 10 days prior to the election that includes the open positions, how to file, and when and where the election will be held.
- M. If there is not a contested race, the school need not hold an election.
- N. There are no term limits for parents/guardians. They may serve if they have a child attending the school during the two year term
- O. The school community council may determine the size of the council by a majority vote of a quorum. Terms are to be staggered so that approximately half of the council is up for election each year.
- P. After the council is seated, the council elects co-chairs. One is a parent member and the other is a school employee member.

Bylaw 7—Officers

- A. The SCC elects co-chairs, one from parent members and the other from 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. It will also include the minutes of the previous meeting.
- C. SCC meeting agendas are posted on the school website 1 week 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.

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 an as-needed basis to serve a purpose of the SCC.
 - (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 on 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 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 as determined by the district.

Bylaw 10—Voting

- A. The majority of both groups (parents and employees) 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.

Signatures

WE agree to the aforementioned Bylaws:

David Stephenson

Aimee Ellis

Natalie Hill (Chairperson)

Kimberly Kosorok

Dee Lawler (Vice Chair)

Krista Isaacson

Tricia Melville

Tammy Parsons

Austin Cowley

Kelly Taeaoli

Allison Moschetti

Christy Cook