

Westfield Elementary School Community Council Bylaws

Utah Education Code directs that each public school, in consultation with its local school board, shall establish a School Community Council.

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

To provide an orderly system of broad public involvement, the undersigned agree that the following Bylaws will govern the assembly and operations of the Westfield School Community Council.

ARTICLE I: Name of Council

The name of this council shall be the Westfield School Community Council, also known as the WSCC.

ARTICLE II: Purpose and Responsibilities

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

- 1) to build consistent and effective communication among parents, teachers 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 WSCC shall be in accordance with State, Alpine School District, and school guidelines as outlined in these bylaws. The WSCC will:

Section 1: Annually assist in the development and implementation of an ongoing comprehensive School Improvement Plan.

Section 2: Participate each year in the development and implementation of the Professional Development Plan for the school.

- Section 3: Develop and implement a Digital Citizenship Plan for the school.
- Section 4: Develop a plan for the use of School Trust Land monies to address the specific academic needs of our students and school.
- Section 5: Advise the school administration on local school issues.
- Section 6: Provide an opportunity for issues of concern in the community to be presented to the school administration.

ARTICLE III: Composition of the Council

Each Council shall consist of **faculty/staff members, the school's principal and parents/guardians** of the students attending the school.

- Section 1: There must be a minimum of (5) parent/guardian members with a maximum of (7) parent/guardian members. The number of parent/guardian members must exceed the number of faculty/staff members by at least 2 parents/guardians, including the principal.
- Section 2: Parents/Guardians employed at the school may be elected to fill a faculty/staff position on the Council but may not fill the position of a parent/guardian of students attending the school.
- Section 3: A parent/guardian who will have a student attending the school, at some time during the initial 2yr. term of office, is eligible to run for election.
- Section 4: Parents/guardians who are licensed educators and employed by the school district where their children attend school, may run for a parent/guardian position if they do not teach at the same school.
- Section 5: The Principal serves as an ex-officio member of the Council with full voting privileges.
- Section 6: The school's PTA president will be asked to sit on the council but will not have full voting privileges, unless they run in election and fill a parent/guardian position on the council.

Section 7: A list of WSCC members including contact info will be available on the school website and will be posted in the school newsletter for two months following an election.

ARTICLE IV: Elections for the Council

Informal Elections for the WSCC will be held every year. When more candidates file for parent/guardian or faculty/staff positions than there are vacancies, the school and or faculty must hold a formal election. All members shall serve for a 2 yr. term. The terms shall be staggered so that approximately 50% of the Council members run for election in any one year. This should be 50% new parent/guardian members and 50% new faculty/staff members who are elected each year.

Section 1: Elections will take place in the month of March each year. The term for those elected will begin June 1st of the year they are elected.

Section 2: Notice of an upcoming Election will be posted on the school website and put in the school newsletter (30) days prior to the Election. A deadline for interested parties to come forward will be specified and adhered to.

Section 3: Each faculty/staff member shall be elected by a majority vote from the school faculty and will serve a two (2) year term.

Section 4: Each parent/guardian member shall be elected through a school election by a majority vote of those voting at the election and will serve a two (2) year term.

Section 5: Results of the election will be posted on the school website and made available upon request.

Section 6: Only parents/guardians of students who will be attending the school during the year for which the Council members are being elected may vote at the election.

Section 7: If a parent/guardian position remains unfilled after an election, or is vacated prior to the completion of a term, the other parent/guardian members of the current Council shall appoint a new parent/guardian member who meets the qualifications of this policy. A new member will be appointed for the remainder of the term only if the vacancy causes the number of parent/guardian members to fall below (5). Otherwise, no appointment will be necessary.

Section 8: If a faculty/staff position remains unfilled after an election or is vacated prior to the completion of the term, the other faculty/staff members of the current Council shall appoint a new faculty/staff member to the position for the remainder of the term.

ARTICLE V: Officers and Duties

ROLE OF PRINCIPAL

The principal will be responsible for holding elections for the WSCC. The principal shall conduct elections as outlined in these bylaws.

Section 1: The principal shall be responsible for the preparation, posting and submitting of all necessary information, summaries, notices, reports and proposals 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 an efficient and effective operation of the Council.

Section 3: The principal shall ensure that the WSCC acts in compliance with the Utah Open and Public Meetings Act.

Section 4: Primary authority and accountability for all activities of the school resides with the principal. The principal shall work closely with the WSCC to insure that they are functioning as outlined in these bylaws 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: The chairperson will work with the principal to schedule meetings and to develop the agenda.

Section 3: The Chairperson shall conduct the monthly meetings.

Section 4: 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 faculty/staff members.
- Section 2: The secretary will help the principal and chairperson in creating the agenda if necessary, and ensure that council members receive the agenda and that it is posted on the school website prior to the WSCC meetings.
- Section 3: The secretary will take the minutes of the meeting and see that they are sent out to the members of the council and that they are posted on the school 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 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 monthly meeting dates of the WSCC shall be determined by the WSCC. If there is a holiday or conflicting event, the WSCC shall agree upon another meeting date and time.
- Section 2: **Special Meetings.** Special meetings may be called by the principal, chairperson or by a majority vote of the WSCC. A meeting notice and agenda must be posted on the school website and in the school newsletter.

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

Section 4: **Quorum.** No business can be acted upon in any meeting without a quorum present. A quorum consists of 2/3 of the total council and there must be at least 2 more parent/guardian then faculty/staff present.

Section 5: **Agenda Setting.**

1. Items for consideration may be submitted to the WSCC chairperson at least 10 days prior to the scheduled meeting date.
2. Submitted items will be placed on the next meeting's agenda if there is sufficient time available, or will be added to the following month's agenda.
3. The agenda will be set by the principal and the WSCC chairperson and posted on the school website with the minutes of the previous meeting one week prior to the monthly meeting.

Section 6: **Testimony Policy**

1. The WSCC 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 WSCC chairperson (10) days prior to a scheduled meeting to request to be placed on the agenda and inform the chairperson of the topic.
3. Any pertinent material should be submitted at the same time as the request and copies of such material should also be provided for the council members at the meeting.
4. Testimony will be limited to (5) minutes unless more time is requested and approved by the WSCC chairperson.
5. If your concerns involve a specific student, teacher, or staff member, please make an appointment with the Principal to discuss your concerns. The WSCC will not be able to discuss concerns of this nature.
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 WSCC will respond to Testimony when it has received the pertinent information from all groups concerned.

ARTICLE VII: Decision Making

All regular meetings of the WSCC shall be conducted using parliamentary procedures or an appropriate adaptation thereof.

The WSCC decision-making process shall be conducted with the intention of reaching consensus after sufficient information, research and discussion has transpired or been provided.

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.

For any decisions that involve dedicating funds that exceed the amount of (5,000) dollars, at least a 20 day research / investigative period will be imposed between the time the agenda item is presented and the time a decision can be made and a vote taken.

In the event the WSCC reaches an impasse that prohibits business from being conducted, the following action will be taken: The WSCC will take a vote with a majority required for the decision to be approved.

The principal shall have the authority to set aside any decision made by the WSCC if the principal determines it to be in the best interest of the school, provided that the principal notifies the WSCC and explains his/her reasons. On the other hand, if the WSCC opposes a decision of the principal, it should first be discussed with the principal; then if needed an appeal can be brought to the elementary administrator over Westfield Elementary. If necessary, an additional appeal can then be brought to the Superintendent and, to the Board of Education.

ARTICLE VIII: Amendments

These bylaws may be amended by the WSCC. Prior to making amendments, 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 2/3 of total council. WSCC will always adhere to the state law if the WSCC bylaws and 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 WSCC.

WESTFIELD SCHOOL COMMUNITY COUNCIL BYLAWS
ADOPTED AND SIGNED ON 03-16-2016

SIGNED BY:

Sara Rando Date: 3/16/16
WSSC Chairperson

Michelle Coughlin Date: 3/15/16
WSSC Vice-Chairperson

Salonna Thomas Date: 3/16/16
Salonna Thomas, Principal

Signatures of other WSSC members:

Justin Bizzari Date: 3/15/2016

Mike Blodant Date: 3/15/2016

Elizabeth Romney Date: 3/16/16

Wanda Martin Date: 3/15/16

Jeff Adams Date: 3/14/14

Jason Cummins Date: 3/16/16

Misha Peay Date: 3/16/14

Alyson Rummel Date: 3/16/14

Gregory Wellman Date: 3/16/16

Senise McFadden Date: 3/16/14

Kare Up. King Date: 3.16.16

Date: _____