



SCHOOL COMMUNITY COUNCIL AGENDA

Meeting Date: 5/24/2023

Agenda Items:

- Welcome & Introductions
- Vote to approve minutes

Motion \_\_\_\_\_ 2nd \_\_\_\_\_ Infaivor \_\_\_\_\_ Apposed \_\_\_\_\_

- Rules and Procedures (Will Need a vote at the first meeting next year)
  -
- Current Member Year of Service on SCC (Proposed for next year)
  - # of Parent Members \_\_\_\_\_
  - # of Employee Members \_\_\_\_\_
  - # Total of seats \_\_\_\_\_
- Recruiting for Next Year
  -
- Acadience Update
  -
- School Safety Update
  - Net Positive Assembly
  - Evacuation to a Secondary Location
- Adjournment

Motion \_\_\_\_\_ 2nd \_\_\_\_\_ Infaivor \_\_\_\_\_ Apposed \_\_\_\_\_

Upcoming Meeting:

- October \_\_\_\_, 2023
- November \_\_\_\_, 2023
- March \_\_\_\_, 2024
- April \_\_\_\_, 2024

# Elections of School Community Council Members

## A Checklist

Effective April 2023

53G-7-1202 (4-5)

1. Are there at least two more parent/guardian members\* (through the remainder of this document referred to as parent members) than school employee members\*\*, including the principal, on the school community council?
  2. Are there fewer parents, who are licensed district employees (not employed at the school), than parents who are not licensed district employees?
  3. Do the Rules of Order and procedure clearly indicate the number of open seats available?
  4. Are there at least two employee members on the SCC, including the principal?
  5. Did the principal (or designee) provide notice of an election that included the dates and times of the election with the positions up for election and instructions for becoming a candidate? Was the notice provided at least ten days in advance of the election?
  6. Was the race uncontested, not requiring ballots and voting?  
If the answer is yes, skip questions 6-8.
  7. Did only parents of students at the school vote for the parent positions at the election?
  8. Did only employees at the school vote for the employee positions (except the principal) at the election?
  9. If the race was contested, was each parent member elected by secret ballot by a majority vote of the parents voting in the election and each school employee elected by secret ballot by a majority vote of the school employees voting in the election?
  10. If there were vacant positions on the council after the elections, did parents on the committee appoint parent members, and the employee members appoint employee members?
  11. Did the SCC elect a chair from the parent group, and a vice-chair from the parent group or employee group?
  12. Were elections and subsequent appointments, where necessary, completed according to a timeline in which councils could complete the required school website postings and the principal could complete the fall online reports on the School LAND Trust website prior to October 20<sup>th</sup>?
- 53G-7-1202

\* Parent member means a SCC member who is a parent or guardian of a student who will be enrolled at the school at any time during the parent member's term. A parent member may not be a licensed employee at the school.

\*\* Employee member means a member of an SCC who is a person employed at the school, including the principal.

NOTE: There are a few schools in the state that are designated by the district as 'special' for purposes of establishing a council (secure facility, juvenile detention facility, hospital program, or other small special program) who may ask their local board for an exemption from the rule.

**(School Name)**

## School Community Council Candidate Form

### Serving on the School Community Council

Serving on our School Community Council is a wonderful way for parents and teachers to contribute and help improve academic performance at our school. The school receives an annual dividend from the school trust lands. Our council decides how these funds will be used. This year our school received \$\_\_\_\_\_ from the School LAND Trust Program. The council reviews and prepares other academic plans for our students each year. All plans are reviewed for final approval by our school board. Councils also act in an advisory capacity to school and school district administrations.

### Qualifications

Every public school in Utah has a School Community Council. The councils are made up of school employees who are elected by employees and parents who are elected by parents of students attending the school. Membership terms are for two years. Elections are held at the beginning of each school year. Parent members must have a student attending the school at least one of the two years of their term of service. Employees must be employed by the school district at the school. For more information please visit <https://schools.utah.gov/schoollandtrust/parentscouncils>

Please fill out EITHER the Parent member information OR the Employee member information.

The form is due to the school principal before: \_\_\_\_\_

The School Community Council Election will be held: \_\_\_\_\_

---

**YES! I would like to serve on the School Community Council.**

### Parent/Guardian Information:

Parent/Guardian Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

I am the parent/guardian of students:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am also a licensed employee of this school district. Yes  No

### School Employee Information:

School Employee Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## Rules of Order and Procedure

This TEMPLATE was developed at the request of schools and districts to assist School Community Councils and elected Charter Trust Lands Councils adopt Rules of Order and Procedure as required (53G-7-1203(10)). The template should 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. (required)

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. (required)

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. (required)

The council will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner. (best practice – example on [www.SchoolLANDTrust.org/timelinesdue-date/](http://www.SchoolLANDTrust.org/timelinesdue-date/))

The council consists of the principal, \_\_\_\_\_ school employee(s) who is/are elected in even years, \_\_\_\_\_ school employee(s) who is/are elected in odd years, and \_\_\_\_\_ parent members, half of whom are elected in even years and half in odd years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome. (Size of the council should be determined by the council, but councils are required to consist of the principal, at least one school employee, and at least four parents with a two-parent majority on the council. Elections are required to be staggered)

The chair conducts the meetings (required), makes assignments and requests reports on assignments. In the absence of the chair the vice-chair shall conduct meetings.

The council must have a quorum to vote (required). A quorum is equal to a majority of council members.

If a parent member is absent from two consecutive meetings, the chair will notify the member that if the member does not attend the next meeting, the council will consider the seat vacant and the remaining parent members will appoint a parent to fill the unexpired term. (best practice)

The council must determine a procedure for a council member to disclose a conflict of interest if required by the local school board.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes. (required)

## Simple Motions of Parliamentary Procedure

Used by some organizations to assist those new to the process

MOTION	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 **motion** (or an action to be taken by the council) is stated as a motion. Someone else on the council **"seconds"** the motion indicating that at least one other person on the council feels the motion is worthy of discussion. Then the council members may provide **input and discussion** as called upon by the chair. When discussion seems complete **the chair may call for a vote on the motion**. Or when a member of the council **"calls the previous question"** (a motion to end discussion of the first motion), a second is required. Without discussion the chair calls for a vote that must pass by 2/3. If the vote on the previous question fails, the council goes back to discussing the first motion. If the motion to call the previous question passes, the chair directly calls for a vote on the first motion. A vote to call the previous question is usually used to move business along.

- A tie vote is a lost vote.
- Most motions are main motions. A main motion may be amended.
- 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.

**Rules of Order and Procedure**  
**Jordan Hills Elementary School Community Council 2022-23**

**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 draft format for approval at the next scheduled meeting.

The council will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner.

The council consists of the principal, 1 school employee who is elected in even years, 1 school employee who is elected in odd years, and at least 4 parent members, half of whom are elected in even years and half in odd years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome.

The chair conducts the meetings makes assignments and requests reports on assignments. In the absence of the chair the vice-chair shall conduct meetings.

The council must have a quorum to vote. A quorum is equal to a majority of council members.

If a parent member is absent from two consecutive meetings, the chair will confer with parent member and then leadership will make a determination of whether said seat will be considered vacant following an additional missed meeting. In the event the seat is considered vacant, the remaining parent members will appoint a parent to fill the unexpired term.

The council must determine a procedure for a council member to disclose a conflict of interest if required by the local school board.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes.