

## **American Fork Junior High 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 American Fork Junior High 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 American Fork Junior High School Community Council, hereinafter also known as the AFJHSCC.

### **ARTICLE II: Purpose and Responsibilities**

In accordance with State and Alpine School District guidelines, the purpose of the AFJHSCC 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 AFJHSCC shall be in accordance with State, Alpine School District, and school guidelines as outlined in these bylaws. The AFJHSCC 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 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 4: 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. This will include digital citizenship in accordance with Utah Code Ann., Section 53A-1-706

### **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 10 days 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 will have no limit on consecutive terms as long as they have a student attending school.
- Section 6: Terms shall be staggered so that approximately fifty percent (50%) of the Council members run for election in any one (1) year.
- Section 7: 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.
- Section 8: 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.
- Section 9: A position shall be reserved for a school counselor. If a candidate representing this position is not elected at the election, a person may be appointed. The school counselor representative is elected as directed in Article III, Section 1 and is considered a voting member.
- Section 10: 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. The

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school counselor position will be counted in determining the correct composition of the Council.

Section 11: AFJHSCC shall have at least six (6) parent/guardian members and four (4) school employee members. The actual size of the Council may be determined by the Council as long as it meets or exceeds these minimums.

## **ARTICLE IV: Officers and Duties**

### **ROLE OF THE PRINCIPAL**

The principal will be responsible for elections to the School Community Council. Elections are held prior to October 15th. 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 state law and proper parliamentary procedure.

Section 4: Primary authority and accountability for all activities of the school resides with the principal. The principal shall work closely with AFJHSCC 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 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 AFJHSCC shall be determined by the AFJHSCC. If there is a holiday or conflicting event, the AFJHSCC 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 AFJHSCC. A meeting notice and agenda must be posted in a public location at the school and be in compliance with state laws governing school community councils.
- Section 3: **Attendance.** Attendance records and minutes of all meetings shall be kept on file for public review and posted on the school website.
- Section 4: **Quorum.** No meeting can be held without a quorum present. A quorum shall consist of 50% plus one (1) of the membership and have more members from the community than school employees.
- Section 5: **Agenda Setting.**
1. Items for consideration may be submitted to the AFJHSCC 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 AFJHSCC 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 AFJHSCC welcomes attendance at meetings. Anyone who would like to testify about a specific topic will need to be placed on the agenda.
2. Please contact the AFJHSCC 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 three (3) 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 AFJHSCC 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 discussed in a closed executive session at the end of the regular AFJHSCC meeting.
7. The AFJHSCC 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 AFJHSCC shall be conducted using parliamentary procedures or an appropriate adaptation thereof. The AFJHSCC 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 AFJHSCC reaches an impasse that prohibits business from being conducted, the following action will be taken: The AFJHSCC 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 AFJHSCC if the principal determines it to be in the best interests of the school, provided that the principal notifies the AFJHSCC and explains his/her reasons. If the AFJHSCC opposes a decision of the principal, an appeal shall first be brought to the Director of 7-9 schools, and, if necessary, to the Superintendent, and to the Board of Education.

#### **ARTICLE VIII: Amendments**

These bylaws may be amended by the AFJHSCC. 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 by laws requires an affirmative vote of at least 50%+1. AFJHSCC will adhere to the state law if the bylaws and the state laws are incongruent.

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

SIGNED BY:

\_\_\_\_\_ Date: \_\_\_\_\_

AFJHSCC Chairperson

\_\_\_\_\_ Date: \_\_\_\_\_

AFJHSCC Vice-Chairperson

\_\_\_\_\_ Date: \_\_\_\_\_

Jeff Schoonover, Principal

Signature of other AFJHSCC members:

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