

Timpanogos High School
School Community Council
Operations Guide

Updated 09/19/17



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General Information

What is a Community Council?

In March 2000, the Utah Legislature passed a new law requiring every public school in Utah to establish a School Community Council at the school building level.

School Community Councils play a key role in the strategic planning process now required by the legislature for public education.

What is the purpose of the Council?

The purpose of the council as defined in the law is "to improve students achievement by developing a plan". The school plan developed by the School Community Council should have a direct impact on the instruction of students, and should result in measurable increases in academic performance of students.

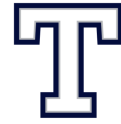
This plan should include:

- ✓ Identification of the school's most critical academic needs
- ✓ List any programs, practices, materials, or equipment that the school will need to implement its action plan to have a direct impact on the instruction of students and result in measurable increased student performance;
- ✓ Identify how the school intends to enhance/improve academic excellence at the school;
- ✓ Devise and administer LAND Trust program;
- ✓ Assist in the preparation of a staff development plan.

Who Serves on The School Community Council?

The school Community Council consists of school **employees**, the **school's principal**, and **parents** or guardians of students who are attending the school. All members of the Council, except the principal, are elected to the Council and serve a two-year term.

Council members may serve up to three successive terms, if re-elected. Initial terms are staggered so that no more than fifty percent of the Council members stand for election in any one year.



Why are School Community Councils so Important?

Public schools belong to the community. Local parents should have a strong say in their neighborhood schools. Schools cannot succeed without help and support from parents who are about their school. The School Community Council gives parents a new voice at the grassroots level. The Council can help the school be more responsive to local needs. The Council can help the school be answerable to local parents. By developing sound, community-supported plans for school improvement, the Council can play a major role in increasing the academic achievement of neighborhood students.

Council Member Expectations

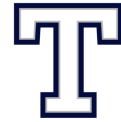
To promote open, honest and supportive discourse each council member shall:

- ✓ Be made aware of the dates and times of the year's scheduled meetings at the time of application
- ✓ Be informed of the impact of their attendance and participation as well as the need for a quorum at all meetings for voting purposes
- ✓ 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

Roles and Responsibilities

Council Key Responsibilities:

- ✓ to develop a yearly school improvement plan that is subject to the approval of the local school board
- ✓ allocation of School Land Trust Funds
- ✓ assists in the development and implementation of a staff professional development plan
- ✓ advise and make recommendations to school and school district administrators and the local school board regarding the school and its programs, school district programs, and other issues relating to the community environment for students



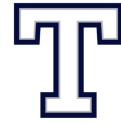
- ✓ leads in the reporting, discussions, development and implementation with the Safe Technology Utilization and Digital Citizenship in Public Schools

Parents

- ✓ Understand the roles and responsibilities of SCCs and the importance of participation as an elected parent member. Recognize that the primary responsibility of the SCC is to improve student academic performance.
- ✓ Understand how to be elected a member of the SCC to represent the parents of students at the school.
- ✓ Participate in training about the council responsibilities.
- ✓ Know where to find additional help and clarification as needed.
- ✓ Attend SCC meetings and actively participate.
- ✓ Serve as an officer on the council, or nominate good candidates to fill those roles, ensuring that parent members serve as the chair and vice-chair or in at least one of the co-chair positions.
- ✓ Represent the needs of all students at the school and promote goals and activities of school parent groups and families in the school community.
- ✓ Be well informed and seek answers to questions and concerns before a vote is called for.
- ✓ Celebrate successes toward achieving council goals with the parents. Be forthcoming about issues of concern and plans to make improvements. Actively promote school priorities in the community.
- ✓ Provide support and encourage ongoing training for newly elected parent members.

Principal

- ✓ Have a working knowledge of R277-491 & R277-477.
- ✓ Make copies of the school mission statement and any district policies and timelines applicable to SCCs.
- ✓ Ensure that data is collected, evaluated, and utilized by the school and the SCC in their decision making process.
- ✓ Provide meaningful time for faculty and community in-service.
- ✓ Provide tools and dates for effective assessment.
- ✓ Be a model for collaboration.
- ✓ Build and nurture school partnerships with the community.



- ✓ Support the council in discussing issues of interest that are inconsistent with Utah law, board rule or district policy.
- ✓ Complete the forms, assurances and reports required for school plans the SCC is responsible for.
- ✓ Assure that notification for SCC elections and election processes are conducted according to the law and board rule. Oversee the election.

Faculty/Staff

- ✓ Understand the roles and responsibilities of SCCs. Recognize that the primary responsibility of the SCC is to improve student academic performance.
- ✓ Understand and follow the required procedures for becoming elected to represent faculty on the SCC as a co-chair, if the council chooses co-chairs as officers.
- ✓ Participate in training about council responsibilities, collaboration, student and school assessments, how to participate in preparing and editing school action plans, and the implementation of School LAND Trust Plans.
- ✓ Attend SCC meetings and actively participate.
- ✓ Represent the needs of all students at the school and promote school goals among faculty. Offer support for district priorities in preparing school action plans.
- ✓ Encourage faculty input into SCC priorities, issues, and decisions, including requests made of councils by the local school district.
- ✓ Encourage data based decision-making.
- ✓ Keep the council informed of successful academic programs and their evidences of success as they make decisions about action plans. Share special expertise of faculty that might support the academic goals established by the SCC.
- ✓ Be well informed and seek answers to questions and concerns before a vote is called for.
- ✓ Keep the faculty informed about successes toward achieving SCC goals. Be forthcoming about issues of concern and plans to make improvements. Provide support and encourage ongoing training for newly elected faculty members.

Student Input Committee

- Attend meetings and arrive on time
- Actively engage with assigned SCC member
- Proactively engage with student body to represent their feelings and feedback on items that the CC has responsibility for



- Assist with assigned tasks and projects
- Provide leadership to student organizations in regards to SCC initiatives and projects

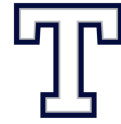
Safe Technology Utilization and Digital Citizenship

The intent of HB 213 Safe Technology Utilization and Digital Citizenship in Public Schools is to involve school community councils in an on-going discussion (at least annually) about creating a safe technology environment for students in public schools. As with other responsibilities of school community councils, it is intended that administrators, staff and parents engage together to bring about the best possible result for students.

The State Board Rule R277-491 requires a report to the councils from the district and school level administration about the technology and training that is currently in place at your district and school. The report will provide some background for the councils to begin a school specific discussion of safe technology and digital citizenship.

Administration Responsibilities

- **Report to School Community Councils**
 - ✓ The district report should include but may not be limited to:
 - What filters are being used and how do they work?
 - Are there different settings used for different grades and school levels?
 - What is district filtering policy on frequently used sites such as YouTube, Google Images, Weebly, and etc.?
 - Are there management systems available (MDM, Chrome management, LanSchool, and etc.) that can add additional control and who accesses those systems?
 - What resources does the district provide concerning educating students on safe internet use and digital citizenship?
 - What is the protocol in district schools when inappropriate content is accessed for students, employees and parents?
 - Explanation of district capabilities or inability to change filtering, settings and management tools based on best practices, technological limitations, and funding. Where applicable, districts could include what is provided in connection with e-rate funding.



- ✓ Schools should add to the district report (at a minimum):
 - What devices are being used and how are classes using them?
 - What are the main applications, programs, and sites used in different classes, grade levels, and subject areas?
 - What supervision practices are in place when students are online?
 - Are there management tools used that allow teachers to digitally monitor student use or limit access to some applications or sites?
 - What are the school rules when inappropriate information appears for students, staff and parents? Are there safe reporting procedures for students, staff, and parents so that reporting is safe and encouraged, when it happens?
 - How does the school balance access and safety appropriate for the grade levels at your school?
 - What does the administration see as important opportunities for our students related to constructive, proactive technology use?
 - What does the administration see as their greatest threats for your students?
 - What are the policies in place for devices brought from home – tablets, cell phones, etc.?
 - What does the administration see as the greatest threats for our students on the internet or online?
 - Explanation of training currently provided:
 - To students about digital citizenship and safe use of technology?
 - To parents and guardians about how to discuss and support digital citizenship and safe technology use with their children and how to report inappropriate content?

Council Responsibilities

Councils may create a subcommittee to help accomplish the following responsibilities entirely or in part and may partner with non-profit organizations to assist in the education components. It is the responsibility of the council to see that the following is completed each year:

- Receive the report from the district and school administration (as described above).
- Discuss the report and decide:
 - **Technology.** If the filtering, management systems, and supervision practices are appropriate. If not, identify what needs to be addressed in the context of what the school and district are capable of providing under the current filtering and management systems, supervision availability, and financial restrictions. Establish an action plan to address identified concerns.



- If **student education** currently implemented is appropriate and adequate. If not, identify how it could be strengthened, set goals to improve the education and create an action plan to accomplish the goals.
- If the **parent/guardian education** component currently implemented is appropriate and adequate. If not, identify how it could be strengthened, set goals to improve the education component and create an action plan to accomplish the goals. Please note: It is the intent that parent education in combination with student education is more effective. It is not the intent to tell parents 'what to do,' but rather to offer resources to assist them.
- The council implements the action plans or may delegate portions to be completed with a timeline for reporting back to the council.

There are resources and website links at www.schoollandtrust.org under Councils and Work of Councils to assist school community councils in completing these new responsibilities.

Guidelines For SCC

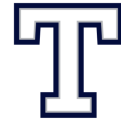
All parents or guardians of students are welcome to apply to become a member of the Timpanogos High School Community Council. Interested parties need to fill out an application and submit it to administration prior to the stated deadline to be included on the voting ballot. Once the elections have been completed, the new SCC will be announced.

The current SCC Officers and School Administration will manage candidate applications and conduct a membership status inquiry prior to the new school year.

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.

A chair and co-chair or vice chair will be elected at the first meeting of the year.

The chair will create an agenda for each meeting. Requests for agenda items, a preliminary agenda, and a draft copy of the minutes will be emailed to all members at least one week prior to the next meeting. A final agenda will be posted to the school website seven days prior to the meeting.



The chair will note in the agenda time limits for each agenda item and if a Time Certain is needed for specific agenda items.

The chair or a co-chair will conduct the meetings, make assignments and request reports on assignments. In the absence of the chair or co-chair, the vice-chair or other co-chair shall conduct meetings.

An interim chair will be appointed at the last meeting of the current school year and will continue until a new chair is elected at the first meeting of the subsequent school year. The interim chair will assist the administration in setting the meeting dates for the upcoming school year. The interim chair will also create the agenda for the first meeting of the year.

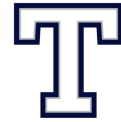
All meetings are open to the public. It will be determined at the beginning of the meeting if a guest will be given voice. If a member of the public wishes to address the council they must contact either the council Chair or Principal and request to address the council at the next meeting. If it is after the agenda is posted but at least 24 hours before the meeting, the council will address the patron at the beginning of the meeting, and if needed the concerns will be added to the agenda of the following meeting. Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. With this exception: The minutes of the final meeting of the year will be reviewed and approved via email.

If a scheduled meeting needs to be cancelled, postponed and/or rescheduled, the chair will email notice to council members; they will then email their consent or dissent. A majority vote is required to cancel, postpone and/or reschedule a meeting.

If business needs to be conducted during the interim it will be done via email. All business that requires a vote will need to be done during a regularly scheduled meeting with the exception of approving the minutes of the final meeting of the year.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)(i). Items on the agenda take priority over other discussions coming before the council. Action of the council will be taken by motions and voting. The motions and voting are recorded in the minutes.

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



and then, 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.

53A-1a-108.1. School community councils

Open and public meeting requirements.

53A-1a-108.1. School community councils -- Open and public meeting requirements.

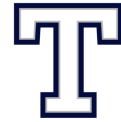
- (1) As used in this section:
 - (a) (i) "Charter trust land council" means a council established by a charter school governing board under Section [53A-16-101.5](#).
 - (ii) "Charter trust land council" does not include a charter school governing board acting as a charter trust land council.
 - (b) "School community council" means a council established at a school within a school district under Section [53A-1a-108](#).
 - (c) "Council" means a school community council or a charter trust land council.
- (2) A school community council or a charter trust land council:
 - (a) shall conduct deliberations and take action openly as provided in this section; and
 - (b) is exempt from [Title 52, Chapter 4, Open and Public Meetings Act](#).
- (3)
 - (a) As required by Section [53A-1a-108](#), a local school board shall provide training for the members of a school community council on this section.
 - (b) A charter school governing board shall provide training for the members of a charter trust land council on this section.
- (4)
 - (a) A meeting of a council is open to the public.
 - (b) A council may not close any portion of a meeting.



- (5) A council shall, at least one week prior to a meeting, post the following information on the school's website:
 - (a) a notice of the meeting, time, and place;
 - (b) an agenda for the meeting; and
 - (c) the minutes of the previous meeting.

 - (6) (a) On or before October 20, a principal shall post the following information on the school website and in the school office:
 - (i) the proposed council meeting schedule for the year;
 - (ii) a telephone number or email address, or both, where each council member can be reached directly; and
 - (iii) a summary of the annual report required under Section [53A-16-101.5](#) on how the school's School LAND Trust Program money was used to enhance or improve academic excellence at the school and implement a component of the school's improvement plan.

 - (b) (i) A council shall identify and use methods of providing the information listed in Subsection [\(6\)\(a\)](#) to a parent or guardian who does not have Internet access.
 - (ii) Money allocated to a school under the School LAND Trust Program created in Section [53A-16-101.5](#) may not be used to provide information as required by Subsection [\(6\)\(b\)\(i\)](#).
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- (7) (a) The notice requirement of Subsection [\(5\)](#) may be disregarded if:
 - (i) because of unforeseen circumstances it is necessary for a council to hold an emergency meeting to consider matters of an emergency or urgent nature; and
 - (ii) the council gives the best notice practicable of:
 - (A) the time and place of the emergency meeting; and
 - (B) the topics to be considered at the emergency meeting.
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- (b) An emergency meeting of a council may not be held unless:
 - (i) an attempt has been made to notify all the members of the council; and
 - (ii) a majority of the members of the council approve the meeting.



- (8) (a) An agenda required under Subsection [\(5\)\(b\)](#) shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting.
- (b) Each topic described in Subsection [\(8\)\(a\)](#) shall be listed under an agenda item on the meeting agenda.
- (c) A council may not take final action on a topic in a meeting unless the topic is:
- (i) listed under an agenda item as required by Subsection [\(8\)\(b\)](#); and
 - (ii) included with the advance public notice required by Subsection [\(5\)](#).
- (9) (a) Written minutes shall be kept of a council meeting.
- (b) Written minutes of a council meeting shall include:
- (i) the date, time, and place of the meeting;
 - (ii) the names of members present and absent;
 - (iii) a brief statement of the matters proposed, discussed, or decided;
 - (iv) a record, by individual member, of each vote taken;
 - (v) the name of each person who:
 - (A) is not a member of the council; and
 - (B) after being recognized by the chair, provided testimony or comments to the council;
 - (vi) the substance, in brief, of the testimony or comments provided by the public under Subsection [\(9\)\(b\)\(v\)](#); and
 - (vii) any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.
- (c) The written minutes of a council meeting:
- (i) are a public record under [Title 63G, Chapter 2, Government Records Access and Management Act](#); and
 - (ii) shall be retained for three years.
- (10) (a) As used in this Subsection [\(10\)](#), "rules of order and procedure" means a set of rules that govern and prescribe in a public meeting:

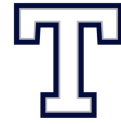


- (i) parliamentary order and procedure;
 - (ii) ethical behavior; and
 - (iii) civil discourse.
- (b) A council shall:
- (i) adopt rules of order and procedure to govern a public meeting of the council;
 - (ii) conduct a public meeting in accordance with the rules of order and procedure described in Subsection [\(10\)\(b\)\(i\)](#); and
 - (iii) make the rules of order and procedure described in Subsection [\(10\)\(b\)\(i\)](#) available to the public:
 - (A) at each public meeting of the council; and
 - (B) on the school's website.

SCC Website:

<http://ths.alpineschools.org/school-community-council/>





THS School Community Council Specific Items

Rules of Order and Procedures Review and Approval

Joe reviewed some of the items that the council needs to be doing to be in compliance with School Community Council guidelines. He noted that there is a SCC section on the Timpanogos website. The website provides important information for patrons, council members and employees. Some of the items posted to the website are agendas, minutes, a list of board members and their contact information, distribution of funds as well as the yearly meeting schedule. Joe also reminded the council that we also need to be mindful of each other's time by being ready to start our meetings promptly at 2:30 p.m. so we can end by 4:00 p.m. Frequently, there are items on the agenda that must be covered, so he will prioritize the agenda. Items of lesser importance will be tabled until the next meeting. Let Joe know in advance if you have items to add to the agenda so he can prioritize the agenda. There are also state laws regarding the number of members needed to vote on motions, and asked that members give advance notice if they are not going to be in attendance so he knows whether or not there will be enough voting members if a vote is planned. The expectation is that members attend 90 percent of the time.