

Mountain View Elementary School Community Council Meeting  
Minutes  
May 9, 2012  
5:30 p.m.  
Mountain View Elementary School Library

In Attendance:            Conducting-Kyle Roche, Co-Chair, Parent-Member  
                                 Lynette Wiggins, Co-Chair, Teacher-Member  
                                 Don Beatty, Principal  
                                 Jamie Noble, PTA President, Parent-Member  
                                 Lucinda Buel, Parent-Member  
                                 Diana Hagen, Parent-Member  
                                 Nicole Roche, Parent-Member  
                                 Mickie Pace, Administrative Intern/Teacher-Member

Absent:                     Paul Adams, Parent-Member  
                                 Tobin Hagen, Parent-Member  
                                 Darcy Miller, Parent-Member  
                                 Thomas Walsman, Parent-Member  
                                 Cathy Siler, Teacher-Member

**1. Welcome**

Co-Chair Parent-Member Kyle Roche opened the meeting at 5:40 p.m. It was requested that all present sign in. Co-Chair Roche moved that the minutes from March 21, 2012 and April 21, 2012 be approved. The minutes were approved without objection.

**2. 2012-2013 Trust Lands Plan Wrap-Up**

It was reported that the proposed report was forwarded. The report was consistent with what the Community Council had proposed. When tallied there was a \$500 difference, but it was still well within the allowed amount. The budget is pending, waiting for school board approval.

**3. Bylaws**

It was reported by Co-Chair Roche that in the last legislative session, the Utah State Legislature made changes in the statutes concerning community councils. With the changes in statute the Community Council is now required to have at least some bylaws, a change from an earlier meeting this school year. It was determined that the Community Council's new bylaws should include provisions concerning the election procedure, council size, council leadership, and rules of order and procedure.

PTA and Council membership - It was determined that the Council needed to address whether or not the PTA has an automatic seat on the Council as it has in the past. Those present felt it has been a great benefit having the PTA participating on the Council. It was debated whether or not the PTA representative should be an ex officio, non-voting

member. A voting role would require ratification by community. It was decided that it would be beneficial for the PTA representative to be a voting member. It was decided that the PTA president be included with the other parent members on the annual election ballot for a ratification vote; if the PTA president is not ratified by the community the position will be considered ex officio for the year. The PTA president term on the Community council will last as long as the PTA president's term lasts, up to three successive terms. A motion was made and seconded. Parent-Member Diana Hagen raised the question of what to do if the PTA presidency is a co-presidency. It was determined that the co-president would be admitted to the council following the same guidelines as a single president, as long as the overall size of the Council was still in compliance with state law. A motion was made, and seconded, both motions carried unanimously.

**Council Size-** By statute, each community council must be comprised of 4 parent-members and 2 school employee-members, including the principal. A council may be bigger provided that there are at least 2 more parent-members than school employees. Each year approximately one-half of the council seats should be up for election for a 2-year term. Parent-members must be elected by the parents of the community, school employee-members by school employees, and any unfilled spots after the respective elections will be appointed by the council members representing the constituency in question.

It was determined that the Council needed to clarify if members of the Council who run as couples should be considered as 2 members/votes or 1 member/vote. It was determined that the option would be given for couples to run jointly or separately depending on their preference of voting. It was determined this did not need to be defined in the bylaws. The statute does not preclude couples running together or separately. It was determined that the issue would be defined by how it was listed on the ballot, and it would be fixed prospectively. The question of current parent-members who previously ran and were elected as a couple should count as one vote/member or two votes/members was discussed. If each couple is only to be considered as one member/vote the council currently has six-parent members, otherwise the council currently has eight parent-members. It was determined to treat the current couples previously elected together as 1 member/1 vote unless another factor, like PTA representative, should be considered. Based on this, there will be two parent-member positions open for election this year. It was determined that the council open up two more seats for a total of 4 parent-member s to be elected this year. The Community Council will reserve the right to re-evaluate the Council's size at any time if it is felt changes need to be made.

**Council Leadership-** The council may elect 2 co-chairs (no more than one being a school employee-member) or a chair and a vice-chair that are both parent-members. Statute

does not state how long a leader serves. It was determined that the Council leadership shall be made up of a chair and a vice-chair, both parent-members. The term shall be for one year beginning in fall, with the election of chair and vice-chair being the first meeting after the election of new members. It was also determined that there should be no term limit regarding a chair and vice-chair beyond the term limits regarding their membership on the Council, as the Council could remove leadership from their positions as needed, even beyond the annual vote. The duties of the chair and vice-chair shall be more clearly defined in prospective Community Council Bylaws. These decisions were sustained by unanimous vote.

The position of secretary for the Community Council was discussed. It was determined that while an election of a secretary is not required, the Council would prefer an election of secretary during the first meeting of the Council along with the chair and vice-chair.

Rules of Order and Procedure- According to statute, the Community Council is now required to adopt rules of order and procedure in conducting meetings, rules requiring ethical behavior of the council members, and rules requiring civil discourse in council discussions.

Community Councils are no longer subject to the Open and Public Meetings Act. It was previously determined that the public is invited to attend and observe the community council meetings; however, the meeting is not necessarily open to the public for participation, as reflected in the minutes of September 14, 2011:

Co-Chair Roche discussed the role of the Community Council. He discussed both the State of Utah statutes regarding open meetings and the policies of the Davis County School district regarding public meetings and the Community Council. According to Utah Open and Public Meeting laws, the meeting is open for the public to attend and observe the public body doing the public's business; however, the meeting is not necessarily open to the public for participation as the council is a representative body. As stated on the Davis School District Website: *"The public should be invited to attend and observe the meeting. However, it is not required that members of the public actively participate in the discussions at the meeting. If a member of the public is disruptive, they may be asked to leave. The public is represented at the meetings through their casting a vote during the election to select the members of the committee."* It was agreed that the concerns of school community at large may be submitted to any Community Council member for consideration, although consideration of the Council's jurisdiction regarding a particular issue might require an issue be referred elsewhere. It was determined that the Community Council acts as a representative body and any concerns from the public should be brought to the

attention of a council member for sponsorship on the agenda. The sponsor of the agenda item has the right to recognize a visitor to a council meeting and ask for their comments regarding the agenda item, if necessary. It was decided that Principal Beatty would add a link on the school website that would allow anyone to submit any concerns for consideration to the Community Council. This link would be directly tied to the Community Council Co-Chairs' email addresses.

It was agreed that the prior decision regarding public participation would stand.

Rules for dealing with conflicts of interest were discussed. It was determined that for fiduciary reasons a council member with any potential conflict is expected to disclose the conflict at the onset of discussion. If the conflict is financial, monetary or in-kind, the council member must recuse themselves from the discussion and/or vote. If the conflict of interest is not financial, the member may participate in discussion but should recuse themselves from any vote. This will be adopted and included in the bylaws.

It was proposed that the council adopt Robert's Rules of Order. It was determined that the meetings be conducted informally however should a conflict arise then Robert's Rules will be enacted. Robert's Rules will be used as the procedural foundation of the Council's meetings.

It was determined that Co-Chair Kyle Roche be responsible for drawing up the bylaws for the Community Council with help from Parent-Member Diana Hagen. The bylaws will be reviewed next year.

#### **4. Community Council Elections**

According to statute the elections for community council have been moved from spring to fall. Elections for parent-members of the Council must begin within the first 30 days of the school year, run for at least 3 consecutive school days, and be completed by the 35<sup>th</sup> day. Notice of the election, open positions, and how to file, must be publicized at least 10 days prior to the election to allow interested parents to be placed on the ballot. Elections for school employee-members do not seem to have similar requirements. Elected members of the Council, either parent-member s or school employee-members, are elected by secret ballot.

It was determined that the school employee-members will continue to be nominated and voted for by the teachers and school employees.

The possibility of electronic voting was discussed. It is still mandatory that all ballots be kept regardless of form. The option of online voting was discussed and it was determined that Principal Beatty would further explore this option.

The dates of the election were discussed (*NOTE: these dates are based on the original school calendar not on the revised calendar*). It was determined that information concerning the Community Council and open positions would be sent on the home in the first day folder on August 29. Nominations would be due back by September 10, and ballots would be sent home on September 17, to be returned by September 21.

#### **5. 2012-2013 Meeting Schedule**

It was discussed whether or not the Council should schedule the meetings for the next year in the spring or fall. It was determined that the Council will establish a meeting schedule for the school year in the fall during the first Community Council meeting following the election of new members. The first meeting of the year, however, would be scheduled at the last meeting of the previous school year. It was determined that 6 meetings would occur during the year, with the first meeting for the 2012-2013 school year being Wednesday, October 3, 2012 (*NOTE: this date was based on the original school calendar after consideration of the election schedule, not on the revised calendar*). Following the election, and with the first six weeks of the school year the proposed meeting schedule for the school year must be posted. All information including the first meeting date and election information will be posted on the Community Council website by Principal Beatty. Co-Chair Kyle Roche will be responsible for the agenda for the first meeting.

#### **6. Known Items/Issues for Next Meeting-**

The next meeting shall be after the election for new Community Council members. At that meeting a Chair, Vice Chair and Secretary will be elected. The minutes from this meeting will be submitted for approval. Community Council bylaws will also be reviewed.

Principal Beatty and Co-Chair Kyle Roche both expressed their pleasure at working the Council.

Co-Chair Roche adjourned the meeting at approximately 7:00 p.m.