

**Syracuse Junior High School**  
Community Council Agenda  
Conference Room  
September 14, 2016  
5:00 p.m.

- Welcome
  
- Review of Minutes
  
- Elections Discussion – Introduction of All Members
  
- Election of Council Chair, Vice Chair, and Secretary
  
- Overview of Council Website
  
- Discussion of Bylaws
  
- SIP – Trustlands Budget
  
- Community Council Meeting Dates 2016-2017
  - 10/12, 11/9, 12/14, 1/11, 2/8, 3/8 (8:00-12:00 Noon), 4/12, 5/10
  
- Council Photo for Website
  
- Training Videos – Trustlands and Community Councils
  
- Adjourn – The next Syracuse Community Council will be held on Wednesday, October 12, 2016, at 5:00 p.m. in Conference Room

# COMMUNITY COUNCIL

SYRACUSE JR. HIGH May 11, 2016

**ATTENDING:** Michael Lee, Melissa Day, Dawnene Young, Paul Greenlee, Chris Keime, Dana Howard, Cindy Rhodes, Kenneth Hellewell, Khurshid Zaidi, Nathan Hadley, Heather Steed

**REVIEW OF LAST MEETING MINUTES:** All agreed on last meeting minutes.

**CITIZEN COMMENTS:** None

**TRUST LAND ITEMS:**

1. **School Improvement Plan Goals Review/Approval**
  - a. **Final Budget Review and Approval**
    - i. SJHS will have a computer lab assistant
    - ii. We have extra money to be spent on thing still being ordered for the classrooms
    - iii. Other left over money will fund unfunded grant applications where applicable, and conferences
    - iv. SAGE is headed in the right direction for our school. Scores are up equal to or above the district average.
      1. 7<sup>th</sup> 53%
      2. 8<sup>th</sup> 45%
      3. 9<sup>th</sup> 57%
2. **Land Trust Expenditures 2016-17 Review/Approval**
  - a. Money allocated and approved for iPads, sound systems for classrooms, summer stipends, and four (4) STEM kits.

**OTHER SCHOOL ITEMS:** None

**COMMENTS FROM PRINICIPAL:** Thank You!

**NEXT MEETING:** September 14, 2016

# Syracuse Junior High School

## Community Council Membership

### 2016-2017

Elections will be announced late August 2016. All parents are eligible for nominations.

| Name                           | Role     | Email                       | Elementary Area | Elected   |
|--------------------------------|----------|-----------------------------|-----------------|-----------|
| Michael Lee                    | Parent   | overtomike@yahoo.com        | Syracuse        | 2015-2016 |
| Kenneth Hellewell              | Parent   | khellewell@yahoo.com        | Syracuse        | 2016-2017 |
| Doug Peterson                  | Parent   | dpeterson@dmail.net         | Syracuse        | 2016-2017 |
| Paul Greenlee                  | Parent   | paulgreenlee@rocketmail.com | Cook            | 2015-2016 |
| Amy Mikkleson                  | Parent   | momof2bugs@comcast.net      | Cook            | 2015-2016 |
| <b>OPEN</b>                    | Parent   |                             | Cook            |           |
| Heidi McCowen                  | Parent   | heidijo.mccowen@yahoo.com   | Buffalo Point   | 2015-2016 |
| Kelly Haacke                   | Parent   | hackstermom@qwestoffice.net | Buffalo Point   | 2016-2017 |
| Charlene Kellmer               | Parent   | cekellmer@msn.com           | Buffalo Point   | 2016-2017 |
| <b>OPEN</b>                    | Parent   |                             | At-Large        |           |
| <b>OPEN</b>                    | Parent   |                             | At-Large        |           |
| Kenneth J. Hadlock - Principal | Employee | khadlock@dmail.net          |                 |           |
| Lois Green                     | Employee | lgreen@dmail.net            |                 | 2015-2016 |
| Khurshid Zaidi                 | Employee | kzaidi@dmail.net            |                 | 2015-2016 |
| Stephanie Teague               | Employee | steague@dmail.net           |                 | 2015-2016 |
| Cindy Rhoades                  | Employee | crhoades@dmail.net          |                 | 2015-2016 |
| Kallie Hansen                  | Employee | kalhansen@dmail.net         |                 | 2016-2017 |
| Dawnene Young                  | Employee | dyoung@dmail.net            |                 | 2016-2017 |

# **Syracuse Junior High School Community Council Bylaws**

**Proposed September 14, 2016**

## **ARTICLE I: NAME**

The name of this council shall be Syracuse Junior High School Community Council, hereafter referred to as “the Council.”

## **ARTICLE II: PURPOSE**

The purpose of the Council shall be to legitimately and actively address problems, recommend policy, define goals, shape direction, and ensure implementation where these responsibilities do not come into conflict with district, state or national policy, mandates, negotiated agreements or laws.

## **ARTICLE III: ORGANIZATION OF THE COUNCIL**

The Council shall consist of school employees, including the principal, and parents/guardians of Syracuse Junior High students. The Council shall consist of fifteen (15) voting members, with the number of parents exceeding the number of employees by one. Members of the Council serve 2-year terms. Parents/guardians must have a child at the school at least one of the two years of their term.

### **Council Members**

- Parents/Guardians - 8 Members elected by parents/guardians
- Employees -7 Members
  - Principal - (serves as an ex officio member with full voting privileges)
  - 5 Certified - Elected by certified employees
  - 1 Classified - Elected by classified employees

Only parents or guardians of students, attending Syracuse Junior High School, may declare themselves as candidates for election to the Council. Elementary schools that feed into Syracuse will be represented based on the feeder patterns of those schools. Buffalo Point, and Syracuse elementary areas will have two (2) representatives on the Council. The Cook area will have three (3) representatives on the Council. Additionally, one (1) parent/guardian will represent the school community “at large.”

At all meetings, parents, teachers, and other community members who are not Council members may attend and comment, but they will not be considered a voting participant.

## ARTICLE IV: RESPONSIBILITIES

In accordance with state law, the Syracuse Junior High Community Council shall:

- A. Develop a School Improvement Plan.**
- B. Develop a School LAND Trust Program.**
- C. Staff Professional Development Plan.**
- D. Develop a Safe Neighborhood Access Plan (SNAP)**
- E. Advise and make recommendations to school and District administrators and to the School Board when appropriate.**
- F. Create subcommittees and task forces as needed.**
- G. Serve as a communication channel between the school and the larger school community.**
- H. Advise and make recommendations to school, Davis School District Administrations, and the Davis District School Board regarding the school, its programs, Davis School District Programs, and other issues relating to the community environment for students.**

## ARTICLE V: ELECTION PROCESS FOR COUNCIL MEMBERS

- A. The principal, or designee, shall oversee the elections held under these bylaws. Ballots shall be kept secure.
- B. **School employees** shall be elected by secret ballot. These members of the council shall be voted in by majority vote, and must be willing to serve a two-year term beginning in September. If there is an unfilled position because not enough employees ran or were nominated, the employee members of the committee will appoint an employee to the unfilled position.
- C. **Parent/Guardian members** are selected by other parents/guardians in an election. Written notice of the elections must be given ten (10) days prior to the elections. Polls shall be open for three days of voting.
  - i. The written notice should include an invitation for nominations, and a date by which candidate names must be submitted; the date and time of the election; a list of council positions that are up for election; and instructions for becoming a candidate for a community council position. A parent/guardian of a student qualifies to be a candidate for election to a school community council if their student is enrolled at the school at least one of the two years of their elected term.
  - ii. In nominating parent/guardian candidates, consideration should be given to providing representation to various geographic areas/neighborhoods within the school's boundaries.
  - iii. Any parent or guardian of a student who qualifies as a candidate may declare himself as a candidate.
  - iv. An individual who has been nominated by someone other than himself should not be placed on the ballot without first seeking the consent of the nominee.
  - v. Only parents/guardians of students attending the school may vote with each parent or guardian getting one vote.
  - vi. Members are elected by secret ballot by a majority vote of those voting at the election.
- D. If no one declares candidacy for an opening in a specific elementary area, the open position will be filled by an at-large candidate. If a position on the Council remains unfilled after an election is held, or if an individual council member resigns or is removed from office, members of the council from the group to which that position belongs (i.e., parent or employee) shall appoint an individual who meets the required qualifications. The Council Chair or the designee shall notify the school board of the said appointment.
- E. Elections will be held near the beginning of the school year and be completed by October 15th.
- F. Newly elected council members will begin their terms of office beginning the first Council meeting following elections.

## ARTICLE VI: DUTIES OF OFFICERS AND MEMBERS

The Council shall elect a committee chair from its parent or guardian members and one vice chair from its parent/guardian/employee members.

The Chair and Vice Chair shall do the following:

- Prepare meeting agendas in consultation with the principal.
- Assist the principal in preparing a calendar of meetings for the school year.
- Conduct the school community council meetings.
- Establish appropriate subcommittees/task forces and appoint members to serve on them.
- Direct the activities of council members towards the Council's purpose.
- Oversee that the Council's guidelines and bylaws are adhered to.
- Perform other duties as assigned by the Council.

The Council shall elect a secretary from its guardian or employee members.

The **Secretary** shall do the following:

- School Community Council Meetings should be open to the public. This requires that the Council give public notice **at least one week prior to meeting** of when, where, what their meetings will be about, **and a summary of the previous meeting**. This can be accomplished through several methods: posting on the school's web page; placing notice on the marquee; sending home notes; listing it on a monthly calendar that might be sent home to parents; or even using the phone messaging system.
- Personally remind all members of upcoming meetings.
- Record the minutes of all Council meetings, including motions and actions taken.
- Distribute minutes of each meeting within 7 days of the meeting. Recorded minutes are to be kept in the office in a binder indefinitely.
- Retain a copy of all minutes.
- Post approved minutes on the school web site.
- Keep accurate attendance records at meetings, including those excused.
- Maintain a current copy of the Council's Bylaws.
- Maintain a current Council membership list and keep a current Council membership list updated on the webpage.
- Conduct correspondence and perform other duties as assigned.
- Arrange for a substitute secretary to perform these duties when unable to attend a Council meeting.

**Representative Members** shall do the following:

- Attend meetings regularly.
- Review council minutes, and respond with concerns within 7 days.
- Preview agenda and prepare for all meetings.
- Provide input on the needs, interests or concerns of the group the member represents.
- Attend and participate in appropriate subcommittee/task force meetings. Complete assignments as requested.
- Represent the school Community Council at appropriate functions.
- Assume other responsibilities as requested by the Council.

## **ARTICLE VII: VOTING**

**Voting** - Each voting member of the School Community Council shall have one vote and decisions shall be by a two-thirds majority vote. Five (5) voting members must be present in order for a quorum to exist. All decisions directly affecting classroom instruction are subject to ratification by the faculty at large and will require two readings in two consecutive months to allow the entire faculty and other interested parties to have time to give input to the committee members before a vote is taken. Meetings of the council shall be conducted in accordance with parliamentary procedures, with Robert's Rules of Order being the standard reference in the event of dispute.

**Absentee Voting** - If a member of the Council is unable to attend a meeting, he/she should notify the Chair or principal concerning the planned absence and choose one of the following options:

Option 1 - The absentee will find a substitute from his/her area of representation to deliver his/her written vote on known agenda items and to attend the meeting in his/her place.

Option 2 - The absentee will give his/her written vote to a fellow council member to be given at the meeting.

## **ARTICLE VIII: REMOVAL AND REPLACEMENT OF OFFICERS**

If a member of the Council fails to attend three consecutive meetings without being excused in advance, or fails to perform the duties of his/her office, the members of the council shall remove him/her from office and declare the office or position vacant and will be filled as outlined in Article V. Any resignations should be made in writing to the council Chair.

## **ARTICLE IX: SPECIAL SUBCOMMITTEES/TASK FORCES**

The council may create special sub-committees/task forces, or invite individuals to advise the council, as deemed necessary in order to carry out the goals specified by the council, including those contained in the school's improvement plan (SIP). The specific term of subcommittees/task forces shall be stated. The committee may create subcommittees or task forces as needed; whose plans will need to be approved by the Community Council.

## **ARTICLE X: AMENDMENTS**

These Bylaws may be amended at any regular meeting of the council provided: (1) that notice of any proposed amendment shall be distributed in writing to all council members at least ten days prior to the meeting at which the amendment is to be voted on: (2) that a quorum must be present when the vote is taken: and (3) that amendments to the Bylaws require a two-thirds vote of the members present and voting to pass.

# What Your School Must Do to Receive School LAND Trust Funds

## 1. FORM A SCHOOL COMMUNITY COUNCIL THROUGH THE REQUIRED ELECTION PROCESS

The School Community Council (SCC) is responsible for the School LAND Trust Program.

**Who** - The membership of the SCC must include:

- The school principal
- At least one school employee elected by the school employees (in addition to the principal). Employee members may or may not be licensed employees.
- At least four parents (or guardians) elected by majority vote of the parents. Any parent is eligible if they have a child who will be enrolled at the school during their term of office, unless they are a licensed employee at the school.
- The committee may have more members than stated here. The number of parent members must exceed the number of school employees, including the principal by at least two.

**How** – The election

- Provide notice to staff and parents at least ten days in advance of the election. Include:
  - The open positions, how to file and the due date for filing
  - When and where the election will be – it must be at the school, overseen by the principal
- Elections must be completed before the last week of the school year OR may be held near the beginning of the school year.
- Elections are to be held by secret ballot, with ballots deposited in a secure ballot box and the results are to be saved at the school.
- After the election, if there are more parents on the council who are also licensed employees in the school district, than parents who are not, the parent members on the council need to appoint additional non-licensed parents until non-licensed parents are in the majority.
- If positions on the council are unfilled, the parent members appoint a replacement for a parent position and employee members appoint a replacement for employee position. Principals may encourage the council in their appointments but should not appoint members to the council.

## 2. ASSESS ACADEMIC NEEDS & IDENTIFY THE PRIORITIES

Councils will have already completed this step in preparing the School Improvement Plan (SIP) and now select from the academic needs and goals in the SIP, an area in which to focus the School LAND Trust Plan.

- Select a need that is academic
- Set goals that are specific, measurable, achievable, realistic and time-based

## 3. PREPARE AN ACTION PLAN

Prepare an action plan to address the need(s) and meet the goal(s) identified.

- Review the current plan to determine if adjustments need to be made or a new plan prepared.
- If the school and council have conducted a formal school-wide assessment in preparing the SIP, the results should help the council select the academic need, the steps needed to address the need and assessments to monitor progress. The Sage test scores are good indicators.
- If a new plan (or revision) needs to be prepared, begin by understanding the assessment results at a deeper level to understand specifically the needs within a test score that need attention.
- Invite education specialists at the school and district to recommend solutions and programs that are research based.



- Invite all council members to describe how the group they represent can provide support towards students reaching the goal.
- Identify barriers and how the plan will address them.
- Prepare a step by step outline of the action plan that includes duties and responsibilities, who is responsible and the timeframe

### **Funding the plan**

- Decide how much funding will be required to implement the plan.
- Develop a budget.
  - Review funding available from the School LAND Trust Program.
  - Consider finding matching money to help implement the plan.
    - Funds from the School LAND Trust Program can be matching money for a grant
    - Consider involving business partners

### **Measuring progress and results**

- Identify methods for measuring student improvement that are data driven.
- Establish the beginning point (baseline) from current assessments.
- Define the assessment goal and a timeline to reach it.
- Include in the plan how progress will be tracked and how final results will be assessed
- Schedule regular progress reports

### **Approving the plan and Submitting On-line**

- When the plan is complete, the council adopts it through a motion and vote. The motion is recorded in the minutes with who voted for, against and who was absent.
- The plan is submitted on the website at [www.schoollandtrust.org](http://www.schoollandtrust.org)
- The local school board considers the plan and approves it, or may send it back to the council with an explanation about what needs to be amended.
- The school plan goes back to the local school board for final approval.
- Council members will be asked to sign a Membership Signature Form indicating their involvement in preparing and approving the School LAND Trust Plan.

## **4. DO IT! AND SHARE THE RESULTS!**

### **Implement your plan with enthusiasm – focus on results.**

- Follow the steps in the action plan
- Receive regular updates of assessment measurements
- Receive regular reports from those with duties and responsibilities in the action plan.
- Make adjustments, if necessary

### **Publicize your plan – See examples below**

- In the school newsletter
- Contact local media to share successes
- Have the children show what they have learned at a “Parent Night”
- Invite local legislators to the school; share the plan and its results
- **Remember, continued funding depends on policy makers being informed and supportive of how the money is used.**
  - Write a letter from the SCC about what the school accomplished because of these funds and thanking them for supporting the program.
  - Send the letter to elected policy makers. Links to find your policy makers and their contact information are found on the website at [www.schoollandtrust.org](http://www.schoollandtrust.org)

**The Final Report - Submit the Final Report online before October 20th following the implementation year**

- District business administrators enter the expenditures
- SCCs should review the expenditures to be sure school and district records agree
- SCCs complete the narrative sections and submit the Final Report online
- As part of the Final Report, principals enter and sign a Principal's Assurance Form assuring that councils have been properly constituted according to the law.
- Prepare a summary of the Final Report and make it available to all parents
- **The Final Report summary, names and contact information of council members, the council meeting schedule for the year, Rules of Order and Procedure adopted by the council, a statement about the opportunity for parents to serve on the council, and the distribution amounts for each school year are posted on the school website**