

Bluff Ridge Elementary Community Council By-Laws

Purpose and Philosophy

The purpose of our school community council, as outlined in Davis School District policy, is to provide a means whereby members of the school community may participate in a collaborative decision-making process. We recognize the importance of all people concerned with our school community who are working for each student's success. **Policy: Responsibilities and**

Roles

The following are the responsibilities of the Bluff Ridge Community Council:

- A. Develop and review the school improvement plan (SIP) in accordance with Utah Code.

In developing or reviewing a school improvement plan, the community council may not have access to data that reveals the identity of students.
- B. Develop the School LAND (Learning and Nurturing Development) Trust Program in accordance with Utah Code.
- C. Develop and review a child access routing plan in accordance with district policy.
- D. Assist in the development and implementation of a staff professional development plan as provided by Utah code.
- E. Advise and make recommendations to school and district administrators and the Board regarding our school and its programs, district programs, and other issues relating to the community environment for students.
- F. Direct the development and review a reading achievement plan in accordance with Utah code.

In developing or reviewing a school reading achievement plan, the community council may not have access to data that reveals the identity of students.
- G. Function in an advisory capacity in other areas as determined by the school's administration or by district policy.
- H. Approve any plans or recommendations regarding specific issues developed by a task force or subcommittee appointed by the council.

The following are the roles of members in leadership capacities:

- A. The chairperson shall preside at council meetings, appoint any special subcommittees or task forces, and prepare the agenda for each meeting.
- B. The secretary shall record minutes of all meetings, present the minutes of previous meetings for acceptance by the council, maintain a current copy of the council by-laws, maintain an accurate and current list of members on the council, approve the minutes from the previous meeting, and get a copy of the minutes to the council and school webmaster.
- C. The vice-chairperson shall perform the duties of the chairperson in the absence of or inability of the chairperson to do so.

Membership

The following rules pertain to the membership of the Community Council:

- A. The council shall have at least two school employees, one being the principal, and at least four parent/guardian members.
- B. The council may have a larger or smaller membership provided that the number of parent/guardian members exceeds the number of school employees by two and there are at least two school employees on the council.
- C. The council may appoint non-voting members to serve on the council (i.e., business or community leaders, or students).
- D. The council may appoint individuals who are not council members to serve on a subcommittee or task force, including parents or guardians, school employees, or other community members.
- E. Each council member, except the principal, shall serve a two-year term.
- F. A council member may serve multiple two-year terms as long as they have a child at the school one of the two years of their term of service.

Election of Membership

- A. The election of members shall take place in the fall after school starts. Elections will take place no later than September 30. If the race is uncontested, ballots/voting is not required.
- B. Each school employee member of the council, except the principal, shall be elected by a majority vote of the school employees or the JSSC, and shall serve a two-year term beginning after elections but no later than October 1.

- C. Each parent or guardian shall be elected at an election to be held at the school by a majority vote and shall serve a two-year term beginning after elections but no later than October 1. Only parents or guardians of students attending Bluff Ridge Elementary may vote. Any parent or guardian of a student who attends the school may file as a candidate for election by turning in an application.
- D. Written notice or a call-out of the elections shall be given to those eligible to vote at least two weeks prior to the elections. The notice shall include the dates and times of the election, the number of two-year positions up for election, and instructions for becoming a candidate for a community council position.
- E. The principal shall oversee the elections held and ballots/voting will be cast anonymously.
- F. If a position on the council remains unfilled after an election is held, members of the council from the same group to which the position belongs (i.e., parent or employee) shall appoint an individual who meets the required qualifications. The chair of the council shall notify the board of any appointment made. Any member appointed by the council shall also serve a two-year term beginning after elections but no later than October 1.
- G. As far as possible, terms shall be staggered so that no more than half of the council members will stand for election in any one year.
- H. The council shall elect a chairperson and a vice-chairperson. The secretary position may be voted on or appointed by the chairperson. The chairperson must be elected from the parent group. The vice-chairperson and secretary can be elected from the parent group or the employee group. At least one of the positions must be held by a school employee.
- I. The results of elections for community council shall be made available to the public upon request.

Removal and Replacement of Officers and Council Members

- A. A council member will be removed from the council if he or she fails to attend three meetings or fails to perform the duties of his or her office. The chairperson will take care of informing the council member of his or her removal.
- B. Any resignations shall be made in writing and be addressed to the council chairperson.
- C. When an office becomes vacant due to removal or resignation, nominations and an election shall, if possible, take place at the next regularly-scheduled meeting of the

council. If there is enough of a parent/school employee ratio, the position may be left vacant until the next regular election.

Voting Guidelines

- A. Each member of the council, excluding non-voting members, shall have one vote.
- B. Decisions shall be made by a majority vote of the members present.
- C. A majority of council members must be present in order for a quorum to exist (50% + 1).
- D. Community members, parents, teachers, and students present at the meeting may comment at appointed times, but not vote.

Amendments to the By-Laws

These by-laws may be amended at any regular meeting of the council provided 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; and that a quorum is present when the vote is taken; and that the amendment to the by-laws passes with at least a three-fourths majority of the members present.

“Parent or guardian member” means a member of a school community council who is a parent or guardian of a student who is attending the school or who will be enrolled at the school at any time during the parent’s or guardian’s initial term of office. “Parent or guardian member” may not include a person who meets the definition of a school employee member unless the person’s employment at the school does not exceed an average of 6 hours per week.

“School employee member” means a member of a school community council who is a person employed at a school by the school or school district, including the principal.

Information to School and Community

A school community council shall provide the following information:

- A. The proposed meeting schedule for the year, provided by October 15.
- B. A summary of the school community council’s actions and activities during the first half of the school year, provided at the mid-point of the school year.
- C. A summary of the annual report required under State law on how the school’s School LAND Trust Program monies were used to enhance or improve academic

excellence at the school and implement a component of the school's improvement plan provided at the beginning of the next school year.

A school community council shall provide the information described above by:

1. posting the information on the school's website; and
2. Providing individual delivery to each household with a student attending the school by any of the following:
 - a. mailing the information
 - b. delivering a voice message describing the information and explaining where to obtain the full information
 - c. sending an e-mail message containing the information
 - d. providing the information in a packet that is to be delivered to a student's parent
 - e. during the school's annual registration period, with the student's report card, or using a combination of the methods described above.