

# SUNRISE COMMUNITY COUNCIL GUIDELINES

Updated 12/2013

## School Mission Statement

Imagine – who you can become  
Believe – in yourself and others  
Achieve – your highest dreams!

The purpose of the Sunrise Community Council (SCC) is to improve the quality of the educational program at Sunrise Elementary School by:

- A. Providing opportunity for input and direction of the educational program and environment by the Sunrise professional educators, staff, and parents.
- B. Providing an opportunity where a broad range of individuals can cooperatively establish and maintain a positive learning environment through site-based decision making.
- C. Examining Sunrise School test results and use the summary to develop understanding about our School Improvement Plan.
- D. Create and approve:
  - School Improving Plan
  - School LAND Trust Plan
  - Child Access Routing Plan
  - Professional Development Plan
  - Reading Achievement Plan

## School Community Councils and Elections

The membership of the Sunrise Community Council will consist of the following members as described below:

### Staff Component:

The staff component of the Sunrise Community Council will consist of seven members from the certified and classified personnel of Sunrise Elementary School. The principal serves as an official member with full voting privileges. Each staff member, except the principal, shall be elected by a majority vote of the voting Sunrise staff and serves a two-year term beginning the 35<sup>th</sup> day of school. Each representative may serve up to three consecutive terms. Terms will be staggered so that no more than 50% of the council members stand for election in any one year. The following employees make up the staff component of the Sunrise Community Council:

- Sunrise Principal
- Two representatives from K-2 grades

- Two representatives from 3-5 grades
- One additional certified representative that represents non-classroom certified employees (Special Educators, Library/Media Teacher, Literacy Facilitator, ESL Teacher)
- One classified staff representative

If a staff position on the council remains unfilled after an election is held, the other staff members of the council shall appoint a staff member to fill the position.

### **Parent or Guardian Component:**

- The parent/guardian component shall consist of nine members. (two more than school staff) A parent/guardian qualifies to be a candidate for election to the Sunrise Community Council if at any time during the parent's/guardians initial term of office, he/she has a student enrolled at least one of the two years of their initial term at Sunrise School.
- Each parent/guardian member will serve a two-year term beginning the 35<sup>th</sup> day of school and may serve up to 3 consecutive terms.
- Parents who are licensed educators and employed by the school district where their children attend school may now run for a parent member position at their child's school if they do not teach at the same school. If, after the election, there are more parents who are licensed educators in the district than parents who are not, the parent/guardian members must appoint additional parents who are not educators to fill parent positions until there are more parents than parent/educators. The maximum of an average of 6 hours a month employment for parents/employee members has been eliminated. Additionally, the membership of every council must include two or more parents or guardian members than the number of school employee members.

### **Election of Council Members:**

- Notice of election, including positions available and how to file, must be made at least 10 days prior to the election.
- The election for the parent members will be held in the spring and must be completed before the last week of school.
- The actual voting period for an election must run for at least 3 consecutive school days.
- Following the election, and within the first six weeks of the school year, schools post the following on the school website and provide the same information in a direct delivery method to every student household:
  - The names of the council members with their email addresses or phone numbers, or both. (a council member must have a direct contact email or phone number.)
  - The proposed meeting schedule for the school year.
- A formal election must be held when more candidates file for parent positions or staff positions than there are vacancies. Non-contested races do not require an election – **do** notify the voters that there is no need for an election.
- Elections are overseen by the principal, or designee, and are conducted by means of secret ballot box. Parents elect parent members and the staff elects staff members.
- Approximately half of the SCC seats are up for election each year.
- Under certain circumstances, the SCC may establish policies for voting via mailed ballots and/or secure electronic systems, consistent with Utah State Board of Education Rule on SCC's.
- Results shall be maintained for 3 years and made available to the public upon request.
- If positions are vacant after elections, parents on the committee appoint parent members, and the staff appoints staff members.
- At the first meeting, the SCC elects, co-chairs, with at least one being a parent. The principal may not serve as an officer.

- The chair shall appoint parent representatives in the following areas; PTA, and Art
- The council notifies the local school board of the membership of the SCC by submitting the Committee Membership Form online each fall as a part of fall reporting for the School LAND Trust Program
- The principal provides a signed assurance that elections were conducted according to the law and board rules and council members who were not elected were appointed appropriately.

### **Open and Public Meeting Law and other Noticing Requirements**

- SCC meetings are open to the public. (Councils may not close meetings.)
- SCC meeting agendas are posted on the school website at least one week in advance and include the dates, time, location of the upcoming meeting, and draft minutes of the last meeting.
- All SCC minutes include the date, time, location, names of members present and absent, substance of all matters proposed, discussed or decided, a record of votes, names of each person who is not member of the SCC and who is recognized by the chair to speak in the meeting, and substance of what was said. Minutes are marked as a draft until approved and kept for 3 years.
- A simple majority of those present is required to take action.
- Action on a motion results from a majority vote.
- Issues not listed on the agenda may arise in the meeting, be discussed and assignments made to help the SCC make a decision at a future date, but no final action should be taken on substantive issues not listed on the agenda.
- The following schedule and report summaries are provided on the school website AND via required means to each individual household with a student attending the school.
  - A meeting schedule for the year, within the first six weeks of the school year that includes the date, time and location of each meeting.
  - List of council members with email and phone contact information.
  - A summary of the Final Report of the School Land Trust Program Plan implementation for the prior year to the parents on by November 15<sup>th</sup> of each year.

Parents are notified of parent member elections policies and timelines established by the council.

Any staff or parent/guardian may suggest business to be considered by giving the item to one of the Co-Chairs of the Council at least 8 days prior to the meeting time.

### **Rules of Order and Procedure:**

- The co-chairs 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.
- The co-chairs conduct the meetings, makes assignments and requests reports on assignments.
- Order of Business
  - Call to order
  - Reading and approval of Minutes
  - Reports from officers and standing committees
  - Reports from special committees
  - Unfinished business
  - New business
  - Adjournment – “we will adjourn until August 15, 2012”
- Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required. In parliamentary procedure the proper way for

and individual to propose that the group take a certain action is by “making a motion.” The following is the process for handling a motion.

- A member addresses the presiding officer for recognition. “I would like to propose a motion.”
- “The Chair recognizes Mr. Smith”
- The member proposes a motion. “ I move that we approve the reading goal as outlined in the School Improvement Plan”
- Another member must second the motion. “I second the motion.”
- The presiding officer states the motion to the assembly. “A motion has been put forth that we approve the reading goal as set forth in the SIP. Are there any points to be discussed on the matter?”
- The presiding officer takes the vote on the motion. Voting can be done by voice, show of hands or balloting.
- The assembly can now discuss or debate the motion. Only one person at a time may speak and must first be recognized by the presiding officer. The presiding officer should try to alternate between those favoring and those opposing the motion. Preference should be given to:
  - The person who proposed the motion
  - A member who has not spoken yet to the motion
  - A member who seldom speaks to one who frequently addresses the assembly
  - Discussion must be confined to the question that is “before the house.”
- The presiding officer takes the vote on the motion. Voting can be done by voice, show of hands or balloting
  - For a vocal or show of hands “All those in favor? All those opposed?”
  - For a ballot cast, all members will write their vote and turn them in to the presiding officer. He/she will count them and record them for the council records.
- The presiding officer announces the results of the vote. “It appears the motion does not carry with 3 in favor and 5 opposed.”
- The floor is now open and another motion can be proposed.
- 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 tie vote is a lost vote.
- A main motion may be amended.
- Nominations can be closed by saying, “I move to close nominations.”
- Most motions are main motions.
- A point of order is offered when there is some question if procedure had been followed correctly.
- To stop debate or discussion on a motion and force the vote a member would say, “I move the previous question.” This requires a second and a majority vote.
- Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side.
- A person who made the motion may withdraw the same motion.

- The person who makes the motion should write the motion down and pass it to the chair.
- Chair re-states the motion before the vote, and then it goes to the secretary for the minutes after the vote.

### **Duties and Responsibilities of the SCC**

- The SCC reviews Utah State testing data and other reliable data to determine the needs of the students
- The SCC creates a school improvement plan. (SIP)
  - focus on the academic goals identified
  - review testing and other data to determine the school's most critical academic needs
  - create an action plan is prepared to address those academic needs
  - be specific about how they intend to improve student achievement, including the programs, practices equipment and materials that will be needed to implement the action plan
  - include a means to evaluate performance and accountability
  - a financial proposal is included that identifies the funds available to implement the action plan and specific expenditures planned.
  - the SIP must be approved annually.
- The SCC creates and submits the online School LAND Trust, an academic subset of the SIP.
- The SCC assists in the creation of a professional development plan.
  - must be aligned with and support the goals of the school improvement plan
  - systematic, comprehensive and long term and must be compatible with the district professional development plan
  - The local school board is responsible for reviewing and approving the plans before they are implemented.
  - Annual approval is not required.
- The SCC creates a reading achievement plan.
  - Reading is a fundamental skill necessary to learning.
  - The statewide goal is that all students will read on or above grade level by the end of the third grade.
  - The plan must include assessment, intervention and reporting components. The legislature and local boards have worked to provide financial support for the implementation of reading achievement plans.
  - The plan must support the district reading plan and
  - must be approved prior to implementation
  - reviewed annually by the local board.
- The SCC develops a child access routing plan.
- The SCC regularly submits required reports to the local school board for approval.
- The SCC appoints a subcommittee or task force as desired that may include participants other than elected SCC members (parents, staff, students, community members, etc.).
- The SCC advises school and district administration and the local school board on local and district school issues.

- Upon request of the local school board, the SCC provides information to assist the local board in resolving issues of local concern. The SCC is encouraged to advise and inform the local board members.
- The SCC provides ongoing support in implementation of approved plans.
- SCC's shall encourage participation on the SCC, including recruiting potential applicants to apply for open positions on the council.
- SCC's may assume other tasks and responsibilities relating to their school, such as safety, school climate, student and teacher recognition, etc. that are best addressed through local school collaboration.

### **School Community Council Roles & Responsibilities**

#### **Council Co-Chairs**

The co-chairs will share these responsibilities working together to determine individual tasks.

Co-chairs shall be elected by the council from its parent/guardian and elected staff members.

Duties of the Co-Chairs include, but are not limited to:

- Notify members of meetings
- Prepare School Community Council Agendas, honor agendas and time constraints.
- Conduct School Community Council Meetings, Encouraging participation by all members
- Assure minutes are prepared for posting on the school website.
- Prepare a yearly timeline that includes all required (and other) tasks to assist in preparation of each agenda, assuring councils have the necessary lead time to complete responsibilities, including the following:
  - Review of school data, assessments (as they are made available) and demographic information.
  - Review of current plan implementation, preparation, amending and voting on required new plans, before they are submitted to the local school board.
  - Tasks related to member elections, filling vacant positions after and election, and election of officers.
- Provide opportunities for increased involvement of parents and school employees by encouraging issues of concern to be heard and considered by the council, to include non-elected parents and staff on task forces and subcommittees, as needed, and provide input to administration and the local school board of needs and issues of the school and school community.
- The Chair is responsible to see that the council receives annual training about their responsibilities.
- Encourage and model collaboration.
- Participate in creation of School Improvement plan

#### **With assistance from the school administration, the Co-Chairs shall:**

- Follow the provisions of the Utah Open and Public Meetings Act
- Assure training is provided to the council, as needed, on their responsibilities, understanding assessments, mission and goals of the district and school, Open Public Meetings Act, etc.
- On behalf of the council, provide ongoing support the implementation of approved school action plans.
- Provide notice to parents by posting the following information on the school website and by individual delivery to each student's household by mail, voice messaging, email, in annual registration packets or report card:
  - Meeting schedule of council meetings, within the first thirty-five days of the school year.

- Summary of the School LAND Trust Program Final Report each fall for the prior year.
- Summary of the council's actions and activities for the first half of the school year, provided mid-year.
- Post draft minutes of the prior meeting along with the agenda for the upcoming meeting on the school website at least one week prior to the upcoming meeting, including the date, time and place.
- Post the agenda for the upcoming meeting on the front door of the school at least 24 hours prior to the meeting, including the date, time and place.
- Provide timely notice to parents and staff of council positions that are up for election and how to apply, including timelines for applying and elections
- Provide notice to parents and staff of school community council elections, including the date, time and location. This must be provided at least fourteen days in advance of the election.

*Responsibilities of the co-chair may be delegated to members of the council, as reasonable and needed. The co-chairs are responsible to be sure delegated assignments are completed.*

## **Secretary**

The secretary shall be appointed by the co-chairs. Duties of the secretary include, but are not limited to:

- Post notices of the upcoming meeting, on the school website include the date, time and location, and minutes of the last meeting.
- Keep minutes, distribute to council and post on the school website
- All SCC minutes shall include; the date, time, location of the meeting, names of members present and absent, substance of all matters proposed, discussed or decided, a record of votes, name of each person who is not a member of SCC and who is recognized by the chair to speak in the meeting, and substance of what was said. When a motion is made, the main points that need to be documented are: what the motion was, who made the motion and the number of votes. If a motion will need to be addressed at a future meeting, document that "motion x to be voted on at next meeting (or whenever it is decided to be addressed). Document when the meeting ends and print, sign and date your name at the bottom of your notes, or template.
- Minutes are marked as draft until approved by SCC
- Providing summary of minutes to the PTA newsletter person
- Serving at the direction of the co-chairs
- Post the yearly meeting schedule to the school website.
- Post to the school website a mid-year summary of the council's actions and activities to date.

## **School Faculty Members of School Community Councils**

Teachers, counselors and other professional staff are responsible for the academic and social well-being of students in their charge. They evaluate student skills and knowledge, and design and implement instruction best suited for each child. They work as partners with local, state and federal entities to determine academic goals, but are generally in charge of decisions related to methods of instruction. They are also partners with other personnel to manage school functions, extracurricular activities, and classroom resources. When most effective, the various school employees combine their efforts in teams and avoid isolation. *They welcome the viewpoints of parents to take input and show respect to them.* They are responsible to the school principal.

### ***A Checklist for School Employee Members of a School Community Council***

- *Understand the roles and responsibilities of school community councils. Recognize that the primary responsibility of the school community council is to improve student academic performance.*
- *Understand and follow the required procedures for becoming elected to represent faculty on the school community council.*
- *Participate in training about council responsibilities, collaboration, student and school assessments, how to participate in preparing and editing school action plans, school trust lands that provide revenue to schools to implement the School LAND Trust Plan and the law that directs the money to be spent on the greatest academic need.*
- *Know where to find additional help and clarification, as needed.*
- *Attend school community council meetings and actively participate.*
- *Ensure that a faculty member of the council is elected to the co-chair position.*
- *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 school community council priorities, issues and decisions.*
- *Encourage data based decision making.*
- *Keep the council informed of successful academic programs and their evidences of success as the make decisions about action plans. Share special expertise of faculty that might support the academic goals established by the school community council.*
- *Collaborate with the council and sub-committees and/or task forces, utilizing the skills and expertise each individual can offer, to bring about the best result for the students.*
- *Be well informed and seek answers to questions and concerns before a vote is called for.*
- *Keep the faculty informed about successes towards achieving school/council goals. Be forthcoming about issues of concern and plans to make improvements. Provide support and encourage ongoing training for newly elected faculty members.*

## **Parent Members of School Community Councils**

Parents act as the primary advocates for children. By working as a group, parents ensure the representation of various viewpoints and values within the community. Parent involvement is key to student achievement and student progress. Parents make up the majority of a school community council, and are often the driving force. A parent will serve as co-chair. It is important that parents on the council understand the responsibilities of the council, and are able to collaborate well with the other members of the council to effect meaningful school improvement for all children.

### **A Checklist for Parent Members of a School Community Council**

- *Understand the roles and responsibilities of school community councils and the importance of participation as an elected parent member. Recognize that the primary responsibility of the school community council is to improve student academic performance.*
- *Understand how to be elected a member of the school community council to represent the parents of students at the school.*



- *Participate in training about council responsibilities, collaboration, student and school assessments, how to participate in preparing and editing school action plans, school trust lands that provide revenue to schools to implement the School LAND Trust Plan and the law that directs the money to be spent on the greatest academic need.*
- *Know where to find additional help and clarification, as needed.*
- *Attend school community council meetings and actively participate.*
- *Serve as the chair or co-chair, or nominate good candidates to fill those roles, ensuring that a parent member must serve as the chair or co-chair.*
- *Represent the needs of all students at the school and promote goals and activities of school parent groups and families in the school community.*
- *Encourage parent input into school community council issues and decisions and encourage parent involvement in task forces and sub-committees.*
- *Collaborate with the council and sub-committees and/or task forces, utilizing the skills and expertise each individual can offer, to bring about the best result for the students.*
- *Be well informed and seek answers to questions and concerns before a vote is called for.*
- *Celebrate successes towards 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.*

## **The School Principal**

The school principal is the Chief Executive Officer and instructional leader of the school. He or she is responsible for providing clear expectations for faculty and other school employees, to create an atmosphere of trust and enthusiasm, to provide opportunities for employees to succeed and grow, and to reward excellence and progress toward excellence. In addition, as managers, principals are expected to assure the legal compliance of school processes, to be accountable for all fiscal matters, and to manage human and other resources while creating a safe, creative, and productive school. They encourage participation from students, staff, parents, and the community as they work toward having a successful school of which all can be proud. Principals are responsible to the district administration and have many specific responsibilities and timelines related to school community councils but may not act as chair or co-chair.

### **A Checklist for Principals in their Role as School Community Council Members**

- Have a working knowledge of R277-491 School Community Councils and R277-477 Distribution of Funds from the Interest and Dividend Account (School LAND Trust Funds) and Administration of the School LAND Trust Program.
- Make copies of the School Mission Statement available to the SCC and encourage councils to support the goals in the School Mission Statement in school plans the council is responsible for.
- Insure that data is collected, evaluated, and utilized by the school and the SCC in their decision making process.
- Insure that the law pertaining to use of the school's share of the proceeds from the permanent funds are followed.

- Provide meaningful time for faculty and community in-service.
- Provide tools and data for effective assessments
- Be a model for collaboration
- Build and nurture school partnerships with the community.