

**WOODRUFF ELEMENTARY SCHOOL
COMMUNITY COUNCIL
BYLAWS**

ARTICLE I: WOODRUFF ELEMENTARY SCHOOL -MISSION STATEMENT

Creating a high level of learning for every student.

ARTICLE II: SCHOOL GOALS

*The Community Council, because of its strong belief in public education in Logan, Utah, advocates continued improvement of instruction and facilities for all the students at Woodruff school.

*The council believes this is best accomplished through joint efforts among school staff, parents, students, and community.

*The council wishes to establish a safe, orderly, and positive school climate where all students are on grade level.

ARTICLE III: COMMUNITY BASED COUNCIL RESPONSIBILITIES

The Council will be charged with making decisions in conjunction with the Principal on the long-term direction of the schools continued growth. Decisions must be consistent with District policy, state law, and negotiated agreements. The council will allocate trust land funds in conjunction with the school improvement plan. The school safety binder located in the school front office will be reviewed to ensure the students safety to and from school and throughout the school day.

ARTICLE IV: COMMUNITY COUNCIL MEMBERSHIP

The COMMUNITY Based council shall be comprised of:

1	Principal
At least 1	Teacher Representatives.
At least 4	Parent Representatives.

ARTICLE V: SELECTION PROCESS

Sec. 1: The teachers shall be eligible for council membership providing they are assigned to the school for more than 50% of their daily schedule. Teachers shall be selected for council membership for the following year by their peers who are also assigned to the school for more than 50% of their daily schedule. Itinerant teachers will be considered members of their home based school. The nomination and election process shall be conducted by the eligible teachers assigned to the school in spring before the end of the school year. If teachers are not nominated, they will be appointed by the principal. Those elected shall take office effective September 1st.

Sec. 2: The parents shall be selected for the following year by their peers according to a system coordinated by the principal. Any parent of a child in the school during the period of elected service is eligible for election. The election shall be completed by the last May Community Council meeting and those elected shall take office in the September meeting. Nominations must be received at least one week before the May meeting. If the election process does not take place, the principal will then appoint members for the community council.

ARTICLE VI: OFFICERS –DUTIES

Officers shall perform such duties as outlined in the Bylaws and perform such duties as may be assigned and which are not in conflict with District policy or negotiated agreements.

Sec. 1: CHAIRPERSON: The Chairperson shall be elected by a majority of the council members. The Chairperson will be responsible for conducting the meeting. The Chairperson will collect all items for the agenda and publish them. The Chairperson may be a member of, or appoint another member in their stead, of any council subcommittee. The Chairperson shall have voting rights.

Sec. 2: CO-CHAIRPERSON: The Assistant Chairperson shall be elected by a majority of the council members. The Assistant Chairperson will work in conjunction with the Chairperson and the Principal in performing Chairperson duties as well as other duties as assigned. The Assistant Chairperson will assume the duties of the Chairperson if for any reason the Chairperson is unavailable.

Sec. 3: SECRETARY: The secretary will contact committee members prior to each meeting to check for quorum. The Secretary will submit minutes and summaries of meetings to council members and the Superintendent. A copy shall be maintained on file in the school website. The Secretary will type and distribute the minutes within five to seven days of the next meeting.

Sec. 4: PRINCIPAL: The Principal or his/her designee shall have voting rights equal to other council members, but will retain final approval of any committee decision

ARTICLE VII: DUTIES OF THE COUNCIL:

Sec. 1: The council is authorized and shall engage in all discretionary functions permitted by SB 167 and in all appropriate measures deemed necessary to carry out such discretionary functions. These discretionary functions include school policies and trust-lands budget and expenditures.

- a. Review key responsibilities of the School Community Council.
- b. Share sample best practices of successful councils
- c. Handouts
 - School Improvement Plan
 - Digital Citizenship Review
 - Appropriate School Land Trust Expenditures
 - School Land Trust Plan Approval Guidelines
 - School Land Trust Amendment Form
 - Sample SCC Bylaws
 - SCC Compliance Checklist
 - SCC Information for School Websites

Sec. 2: The council shall, on an annual basis, set forth student achievement goals with the yearly performance targets based on the District's assessment policy and other indicators identified by the District. The council will annually evaluate its performance in reaching the targets.

- a. At the conclusion of each school year, the council shall prepare a report of goals and objectives accomplished for that year. Such reports shall be maintained in the council files.
- b. Files shall be maintained in the office of the Principal. These files will be available to all members of the council, parents, and other constituents.
- c. Committees for expansion of specific programs or needed services for implementation of the Purpose of the Council may be named by members of the council.

ARTICLE VIII: ATTENDANCE & VOTING CONSENSUS

Sec. 1: **ABSENCES:** Members need to contact the Chairperson prior to them not being able to attend.

Sec. 2: **VOTING CONSENSUS:** In the event that a clear consensus is not evident then the council will revert to a two-thirds majority. Absentee voting is not acceptable.

ARTICLE IX: TERM AND TERM LIMITATIONS

Sec. 1: The Principal will serve on the council during his/her tenure at the school.

Sec. 2: Teacher and support staff seats on the council will be for at least a one year term. Parent terms will be for at least one year, following their election or appointment.

Sec. 3: **VACANCIES**

a. Any representative of the Council who ceases to meet the qualifications or fails to carry out the duties of office may be removed from office by a majority of vote of the Council.

b. All resignations shall be made in writing to the Chairperson.

c. A vacancy occurring in the office of the Chairperson shall be filled for the remainder of the unexpired term by the assistant chairperson, who shall then cease to be assistant chairperson. A vacancy occurring in any other office shall be filled by appointment of the Council at a special meeting called for that purpose. Election to fill a vacancy shall require a majority of the representatives of the Council present at the meeting at which such election takes place, notice having been given. If it can be shown that a majority of the Council cannot be convened during the summer months due to absences from the area, a vote may be taken telephonically, electronically, or by mail, and shall constitute a valid election.

d. Attendance at Council meetings by Council representatives is vital to the expeditious transaction of business of the Council. Absence of any representative for three consecutive meetings shall be deemed a resignation, and written notice of such resignation shall be given to the absent representative. Extenuating circumstances constituting an emergency absence may be considered by the Council in determining whether the absent representative has resigned.

ARTICLE X: MEETINGS

Sec. 1: **REGULAR MEETINGS:** The meeting dates and times shall be determined by the Community Council of each school year. Public notification of changes will be through the school's Community Council website.

A public comment time for input/concerns from the general public will be held to 15 minutes at the end of each regular meeting. People wishing to comment at this time can come and sign up before the meeting. Public comments will be limited to 5 minutes per person. Special presentations must be submitted in writing to the Chairperson prior to the meeting, and upon approval, may be allowed time appropriate for the presentation to be determined by the Chairperson.

Sec. 2: **SPECIAL MEETINGS:** Special meetings may be called by the Principal, the Chairperson, or two council members. The members of the council shall be notified by email, by phone, or in person at least 24 hours prior to the special meeting time. No business shall be transacted at any such special meeting except that for which the meeting was called.

Sec. 3: MEETING CANCELLATIONS: In case of cancellation of a regularly scheduled meeting, members will receive notification as early as possible. The council may revert to Sec.2 of this Article for rescheduling the meeting.

Sec. 4: EMERGENCY PROCEDURES: In the event council business must be conducted on an emergency basis (i.e. over the summer months), a vote may be taken electronically and shall constitute a valid election or voting process. Electronic voting may be documented in the minutes.

ARTICLE XI: AGENDA SETTING PROCESS

Sec. 1: SUBMISSION OF AGENDA ITEMS:

- a. Suggested agenda items must be submitted 7 days prior to the meeting.
- b. The Chairperson or designee will insure that submitted items are within the scope of the duties of the community council. See article VII.
- c. The agenda item form can be picked up from the school office and returned to the school office in a sealed envelope.

ARTICLE XII: AGENDA SETTING PROCESS

Sec. 1: LIMITATION:

- a. Action shall not be taken on items not included on the official action agenda.
- b. Items may be added to the agenda by a two-thirds vote of the council.
- c. Written and verbal notice will be given to the petitioner if an item is not accepted for the agenda.
- d. The Secretary of the Council will tabulate and certify the results.

Sec. 2: No amendments or changes shall become effective until approved by the council and the superintendent of the schools or his designee.

ARTICLE XIII: LIABILITY:

Nothing herein shall constitute members of the council as partners for any purpose. No member, officer, agent, or employee shall be liable for the acts or failure to act on the part of any Community-based member, officer, agent, or employee; nor shall any director, member, officer, agent, or employee be liable for his/her acts or failure to act under the bylaws, or otherwise.

AGENDA REQUEST FORM

Please note: the following is a listing of functions which are expressly **excluded** from school council authority. These functions shall remain within the province of the superintendent or the district office personnel delegated responsible by the superintendent and cannot be decided by the council:

- Transportation contracting, scheduling and management.
- Collective negotiations and contract provisions.
- Centralized purchasing, bidding, and warehousing.
- Determination of staffing formulas and personnel allocations.
- Management of fiscal services including payroll and accounting, data processing.
- Determination of the annual school calendar.
- Determination of the beginning and ending times of the school day.
- Management of building maintenance, plant modifications, and facility needs determination.
- District wide alignment of curriculum and assessment.
- Personnel recruitment.
- District program requirements (categorical/SPED programs).
- Facility and environmental requirements (OSHA-AHERA-Etc.).
- Determination of expenditures for utilities.

DATE:

I wish to submit the following agenda items for the Community Council meeting:

Ways to Achieve:

Proposed Result:

Printed Name: _____

Signature: _____

Address: _____

**** Please Return to Mrs. Williams or a parent representative.**

City/State/Zip: _____

Phone: _____