

DESCRIPTOR TERM: School – Community Relations	Millard District Policy File Code: 7005 Approved: 05-08-14
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SCHOOL COMMUNITY COUNCILS

A. Formation of Community Councils

Each school within the District shall, in consultation with the Board of Education, establish a school community council at the school building level.

1. Training for members of school community councils shall be provided under the direction of local boards of education, including providing applicable sections of the statutes and Board rules to council members.

B. Composition of Councils

1. Each school community council shall consist of school employees (including the school's principal) and parents or guardians of students who are attending the school.
2. Each school community council shall determine the size of the council by a majority vote of a quorum of council members, provided that the resulting council has at least one employee member, the principal, and a two person majority of parents.
3. After the council is seated each year, the chair shall be elected by the council from the parent members and the vice-chair shall be elected by the council from the parent or school employee members.
4. School community councils shall encourage greater participation on the school community council and may recruit potential applicants to apply for open positions on the council.

C. Selection of School Employee Members

1. The principal shall serve as an ex officio member with full voting privileges. The principal cannot serve as chair or vice-chair of the School Community Council. The principal is one school employee member.
2. "School employee members" are defined as persons employed at the school for more than an average of six hours per week by the school or school district or may be a licensed employee in another school in the school district who also has students attending the school. Any employee member who qualifies to be a candidate may file or declare him or herself as a candidate for election to the council. Employee members shall be elected by majority vote of the school employees. Written notice of this election shall be given at

least two weeks prior to the date of the election. Results of the election shall be made available to the public upon request.

3. If an employee position on the council remains unfilled following an election, the other employee members of the council shall appoint an employee to fill the position, and the council chair shall notify the Board of Education of the appointment.
4. Ballots and voting are required only in the event of a contested race.

D. Selection of Parent/Guardian Members

1. "Parent" means the parent or legal guardian of a student attending the school or of a student who will be enrolled at the school in the next year.
2. "Parent 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 had, or will have, a student attending the school, during the parent or guardian's initial term of service. A parent member of the school community council may not include a person who is employed at the school.
3. Parents may stand for election as parent members of a school community council if their child(ren) are attending the school or will be enrolled at the school in the next school year.
4. Parent members shall be elected by majority vote of those voting in an election held no later than 30 days after the first day of school, and completed no later than 35 days after the first day of school. Voting for parent/guardian members shall extend for at least three consecutive school days. Written notice of this election shall be given at least 10 days prior to the date of the election. The notice shall include the dates and times of the election, the positions that are up for election, and instructions about becoming a candidate. Results of the election shall be made available to the public upon request, and shall be maintained for three years.
5. Ballots and voting are required only in the event of a contested race.
6. If a parent member position on the council remains unfilled following an election, the other parent members of the council shall appoint a parent member who meets the above qualifications to fill the position, and the council chair shall notify the Board of Education of the appointment.
7. Following the election, if there are more parent members who are educators in the district than parents who are not educators in the district elected to the council, the parents on the council shall appoint additional parent members until the number of parent members who are not educators exceeds the number of parent educators in the district.

8. Following the election, the principal shall enter and sign a Principal's Assurance Form that assures the school community council at the school was elected, and that vacancies were filled, as necessary, and that the school community council is properly constituted consistent with Section 53A-1a-108 and R277-477 and R277-491. The form shall be completed and uploaded to the School LAND Trust website.

E. Term of Office

Elected or appointed members of the council shall serve 2-year terms beginning ten days after the election. Parent council members may serve if they have a child attending the school during the two-year term.

F. School Community Council Chair/School Administrator Responsibilities

1. The school administrator or designee shall assist the school community council chair with providing the following information to the school community:
 - a. Notice of dates and times of school community council elections at least 10 days before the elections are held;
 - b. Timely notice of school community council positions that are up for election;
 - c. Instruction for applying to become a school community council member together with timelines for submitting information and applications;
 - d. Notice of the school community council meeting schedule, posted on the school website and in the school office prior to October 20th;
 - e. Prior to October 20th, a list of the members of the school community council and each member's direct email or phone number, or both;
 - f. A summary of the school community council's actions and activities for the first half of the school year, provided mid-way through the school year;
 - g. A summary of the annual expenditure report on how the school's School LAND Trust Program funds were used consistent with approved uses of the funds, provided to the school community in the fall of the school year following the school year that the school plan was implemented; and
2. The school community council chair, assisted by the school administrator, shall provide the following information on the school website and in at least one other direct delivery method ensuring that all parents are notified as provided in Section 53A-1a-108
 - a. A posting of the school community council meeting information (time, place, and date of meeting; meeting agenda, and previous meeting draft

- minutes) on the school's website at least one week prior to each meeting.
- b. Prior to October 20th of each year, a summary of the annual expenditure report required in Section 53A-16-108.5 about how the School LAND Trust Program funds were used to enhance or improve academic excellence at the school.
 - c. A signed, written assurance in accordance with the rules of the State Board of Education that the membership of the school community council is consistent with the membership requirements specified in Section 53A-1a-108; and the members were elected or appointed consistent with selection requirements specified in Section 53A-1a-108.
3. The school administrator shall assist the school community council chair in providing information on the school website and in at least one other direct delivery method ensuring that all parents are notified of council meetings and proceedings.
 4. The school administrator shall assist the school community council chair to act in compliance with Section 53A-1a-108.1 including:
 - a. ensuring that council members receive annual training about the requirements of Sections 53A-1a-108, 53A-1a-108.1 and 53A-16-101.5;
 - b. assuring that written minutes are kept consistent with Section 53A-1a-108.1 (8);
 - c. posting the agenda and location of the upcoming meeting on the school's website at least one week prior to the meeting;
 - d. assuring that written minutes are kept consistent with Section 53A-1a-108.1(8);
 - e. assuring that written minutes are maintained, as approved, for three years as the official record of action taken at each meeting; and
 - f. adopting a set of rules of order and procedures that the council shall follow to conduct a meeting. The rules shall be followed in conducting meetings, be posted on the school website and available at each meeting, and other required or appropriate activities.
 5. School community council responsibilities do not allow for closed meetings, consistent with Section 53A-1a-108.1.

6. The school administrator shall assist the school community council chair to meet the needs of community members whose primary language is not English.
7. A school or school district administrator shall not prohibit or discourage a school community council from discussing any issue or concern not prohibited by law raised by any school community council member.

G. Duties of Councils

1. Each school community council shall advise and make recommendations to the school, school district administrators, and the local school board regarding the school and its programs, school district programs, and other issues relating to the community environment for students. Principals shall report activities and progress of the school community council to the Board of Education on a periodic basis.
2. Each school community council shall also:
 - a. Develop a school improvement plan; (see Section I below)
 - b. Develop a School LAND (Learning And Nurturing Development) Trust Program for the school; (see Section J below)
 - c. Assist in the development and implementation of a staff professional development plan. (see Section L below)
3. In addition, each school community council for an elementary school with grades K-3 shall develop a reading achievement plan. (see Section M below)
4. Each community council may also develop a child access routing plan; (see Section K below)
5. School websites shall fully communicate the opportunities provided to parents about serving on the school community council and how parents can directly influence the expenditure of the School LAND Trust funds. The website should include the dollar amount received each year through the program.

H. Subcommittees and Task Forces

1. A school community council may create subcommittees or task forces to: (1) advise the council; (2) make recommendations to the council; or (3) develop all or part of the plans which the council's duties require it to prepare. Any plan or portion thereof developed by a subcommittee or task force shall be subject to the approval of the council.
2. A school community council may appoint individuals who are not members of the council to serve on a subcommittee or task force (including parents, school employees, or other community members).

I. School Improvement Plan

1. Each school community council shall develop a school improvement plan. In developing this plan, the council shall annually evaluate the results of school, district and state assessment data. The council may not have access to data which reveals the identity of students.
2. The school improvement plan shall:
 - a. Identify the school's most critical academic needs;
 - b. Recommend a course of action to meet those needs;
 - c. List any programs, practices, materials, or equipment that the school will need to implement its action plan; and
 - d. Describe how the school intends to enhance or improve academic achievement, including how financial resources available to the school (for example, state and federal grants, or School LAND Trust Program monies) will be used for this purpose.
3. The school principal shall make the school budget and other data available to the council as needed in developing the school improvement plan.
4. The school improvement plan developed by the council is subject to the approval of the Board of Education. The school improvement plan as approved by the Board of Education shall be implemented by the school. The school shall provide ongoing support for the council's plan. The school shall also, through the school community council, prepare and present an annual report to the Board of Education at the end of the school year which details the use of School LAND Trust funds and which assesses the results obtained from the use of those funds, and which also details the use of funds from other sources and the results obtained from use of those sources.
5. The council may develop a multi-year school improvement plan, but the plan must nevertheless be presented to and approved by the Board of Education each year.

J. School LAND Trust Program

1. In developing the school improvement plan, the council shall include a program to use the School LAND Trust funds allocated to the school to implement a component of the school improvement plan, including a description of programs, practices, materials, or equipment needed to implement the component of the plan.
2. The program developed by the council to use the School LAND Trust funds is subject to the approval of the Board of Education. The program as approved by the Board of Education shall be implemented by the school. The school

- shall provide ongoing support for the council's plan. If a local school board disapproves a plan for the use of School Land Trust Program money, the local school board shall provide a written explanation of why the plan was disapproved and request the school community council who submitted the plan to revise the plan. The school shall also publicize to its patrons and the general public how the School LAND Trust funds were used to implement a component of the improvement plan and the results of those efforts. The school shall also, through the school community council, prepare and present an annual report to the Board of Education at the end of the school year which details the use of School LAND Trust funds, and which assesses the results obtained from the use of those funds.
3. The council may develop a multi-year program for using School LAND Trust funds, but the program must nevertheless be presented to and approved by the Board of Education each year.

K. Child Access Routing Plan

The school community council of each elementary and middle school may annually develop a child access routing plan for its school and submit it to the district's school traffic safety committee.

L. Staff Professional Development Plan Assistance

The school community council shall assist the school with the development and implementation of the school's staff professional development plan. The school community council, after reviewing the plan, shall forward recommendations to the Board for approval.

M. Reading Achievement Plan for Elementary Schools

1. Each school containing kindergarten, grade 1, grade 2, or grade 3 shall develop a reading achievement plan for its students.
2. The reading achievement plan shall be developed under the direction of the school community council or a subcommittee or task force created by the school community council.
3. The reading achievement plan shall be implemented by the school's principal, teachers, and other appropriate school staff.
4. The school principal shall take primary responsibility to provide leadership and allocate resources and support for teachers and students, most particularly for those who are reading below grade level, to achieve the reading goal.

5. Each reading plan shall include an assessment component that:
 - a. Focuses on ongoing formative assessment to measure the five domains of reading (phonological awareness, phonics, fluency, comprehension and vocabulary), as appropriate, and inform instruction decisions;
 - b. Is consistent with exemption provisions for students with disabilities or with limited English proficiency; and
 - c. Includes a reading assessment selected from a list recommended by the State Board of Education.

6. Each reading plan shall include an intervention component that:
 - a. Provides adequate and appropriate interventions focused on each student attaining proficiency in reading skills;
 - b. Is based on best practices identified through proven researched-based methods;
 - c. Provides intensive intervention, such as focused instruction in small groups, implemented at the earliest possible time for students having difficulty in reading;
 - d. Provides an opportunity for parents to receive materials and guidance so that they will be able to assist their children in attaining proficiency in reading skills; and
 - e. Involves a reading specialist (as resources allow).

7. Each reading plan shall include a reporting component that includes reporting to parents:
 - a. Their child's literacy profile which documents ongoing formative assessment results; and
 - b. Their child's reading level at the end of third grade.

8. In developing or reviewing a reading achievement plan, a school community council or a subcommittee or task force of a school community council may not have access to data that reveal the identity of students.

9. The school district shall approve each plan developed by K-3 schools prior to its implementation and review each plan annually.