

School Community Council Training



Jordan School District 2014
Working Together for School Improvement

The purposes for school community councils are:

- To build consistent, effective collaboration and communication among parents, employees and administrators
- To allow parents an opportunity to be actively involved with the school in their children's education
- To make good schools great

School Community Councils are required by law.

Est. by JSD in 1992
Required by State Law in 2002

Council Duties

Prepare, approve and submit the following plans for annual approval by the school board.

- School Improvement Plan
 - Professional Development Plan (annual approval not required)
 - Reading Achievement Plan
 - School LAND Trust Plan

Advise and make recommendations to school and district administrators and local school board

Provide notice of elections and meetings
Provide reports to parents
Respond to local board requests

Council Membership

- Principal
- Faculty/ staff members
- Parent/ guardian members

Council Organization

- Determined by each individual school
 - usually at least six members
- Parent members must exceed the number of faculty members (including the principal) by at least two members

Terms for Members

A term is 2 years.

Schools, in consultation with districts, set the beginning date.

The term limit of three terms has been removed.

Recommend staggered terms



School Employee Elections

• Teacher/Employee Members, except the principal, are elected by employees

• Principals serve and fill an employee position but are not elected.



Parent Elections

- **When?** In the spring and completed before the last week of the school year OR near the beginning of the school year.
- **Where?** At the school - electronic elections are permissible when specific requirements are met
- **Who can file?** Parents with a student attending the school at least one year of the term of service
- **Who can vote?** Parents of students attending the school or who will have students attending if elections are held in the spring



Election Process

- If there is not a contested race, a vote is not required.
- Notice at least 10 days prior to the election
 - Dates and times with the location
 - Open positions and how to file
- Secret Ballot and the principal oversees with 1 employee and 1 parent
- Results are available on request



Chair and Vice-chair

- The entire council elects their officers.
 - Chair is elected from parent members
 - Vice-chair may be a parent or employee
- Principals don't serve as officers



Role of Chairperson

- To work with the principal in creating agendas.
- To notify members of upcoming meetings.
- To conduct the meetings.
- To make assignments, as appropriate.
- To ensure minutes are recorded.



Role of the Vice- Chairperson

- To assist the chairperson as needed.
- To take over duties of the chairperson when absent.

Role of Principal



- The principal shall:
 - Ensure elections are held as required by law.
 - Ensure all reports and plans are submitted as required.
 - Provide school budget and data to the council as it relates to SIP and School Land Trust programs.

Responsibilities of Members

- To make a conscientious effort to attend all meetings.
- To act in good faith for the benefit of all students
- To participate in the development of the School Improvement Plan (SIP) and School Land Trust Program.
- To be a positive and contributing member.

OPEN AND PUBLIC MEETING LAW AND OTHER NOTICING REQUIREMENTS



Open and Public Meeting Law and other Noticing Requirements

- SCC meetings are open to the public.
- SCC are no longer accountable to the open meetings law, but they must still post their agendas and minutes.
- SCC meeting agendas are posted on the school website at least one week in advance and include the date, time, location of the upcoming meeting, and minutes of the last meeting.
- School Community Councils must adopt their own rules of order and procedure. These rules should be followed in conducting meetings, be posted on the school website, and be available at each meeting.

Open and Public Meeting Law and other Noticing Requirements

- All SCC minutes include:
 - the date, time, location, names of members present and absent,
 - substance of all matters proposed, discussed or decided, must be on the agenda to take action
 - a record of votes, principals can vote
 - name of each person who is not a member of the SCC and who is recognized by the chair to speak in the meeting, and
 - substance of what was said.
 - No public discussion of HR issues
- Minutes are marked as a draft until approved.

Open and Public Meeting Law and other Noticing Requirements

- A simple majority (quorum) is required to take action.
- Action on a motion results from a majority vote of a quorum.
- 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.



Website Reporting Requirements

One Week prior to meetings:

- Agenda with date, time and location
- Draft minutes of the prior meeting

By October 15th

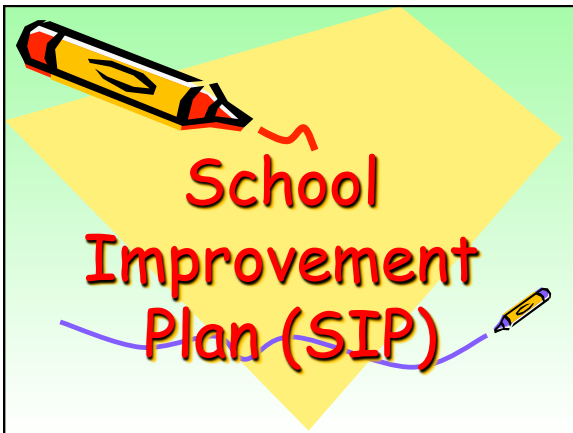
- Yearly meeting schedule
- Council members with a phone and/or email
- School LAND Trust summary of the prior year

Website Reporting continued

Always posted on the website:

- Statement about the opportunity for parents to serve and make decisions about the School LAND Trust funds.
- Amount received each year from the program (may link to the School LAND Trust website - SCHOOLS/Program Funding)
- Rules of Order and Procedure

All items are posted in the school office and provided to parents without internet access.



School Improvement Plan

Evaluate school data

"It is a capital mistake to theorize before one has data. Insensibly one begins to twist facts to suit theories, instead of theories to suit facts."

— Sir Arthur Conan Doyle, Sherlock Holmes



School Improvement Plan (cont.)

- Identify most critical academic needs
- Recommend a course of action, SMART Goals
- List needs for implementation



S.M.A.R.T. Goals are...

- Specific
- Measurable
- Attainable
- Realistic
- Timely



School Improvement Plan (cont)

- Describe how the school will improve or enhance **academic achievement** with available funding - School LAND Trust
- Professional Development Plan
- Reading Achievement Plan (K-3)
- Civic or Character Education



New for this year

- School plans may now budget and spend no more than \$5,000 or 20% of the annual allocation (whichever is less) on civic and character education. Includes student leadership programs and behavior interventions



School Improvement Plan (cont)

- Identify funding
- Approved by vote of SCC
- Approved by Local School Board



What does "Systematic" Parent Engagement look like?

- Parent engagement is infused into everything you do.
- Any strategies to solve any school challenge should include parent engagement
- Parents are driving the discussion AND the solution!



Are issues decided by majority vote or by consensus?

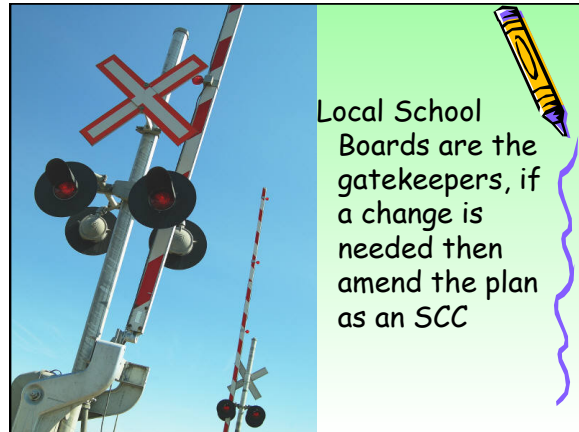
If possible, it is best to make decisions by consensus.

Voting is appropriate and necessary on some issues. A record of votes in the minutes for action items is important for audits.



Consensus works because everyone participates in good faith.

- Everyone's input is important
- The process fails when members don't participate or don't share their feelings or insights.

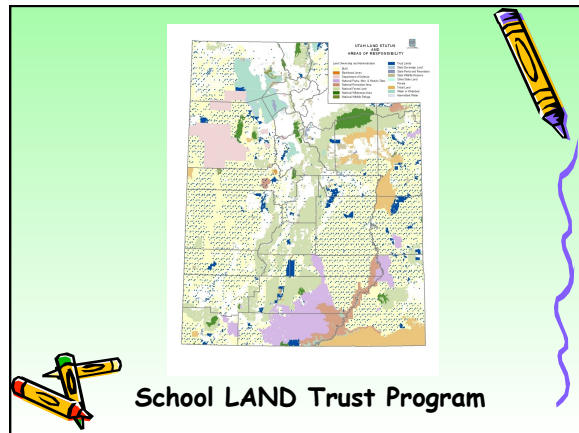


Local School Boards are the gatekeepers, if a change is needed then amend the plan as an SCC

Child Access Routing Plan

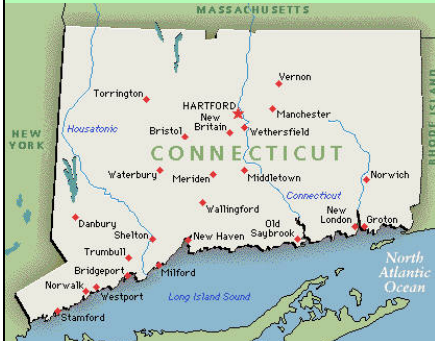
No longer required but some districts may ask councils to help.

- UDOT has put together a fantastic site to facilitate this requirement. They call it Safe Routes to School or SR2S
- udot.utah.gov



School LAND Trust Program

A state with 3.4 million acres



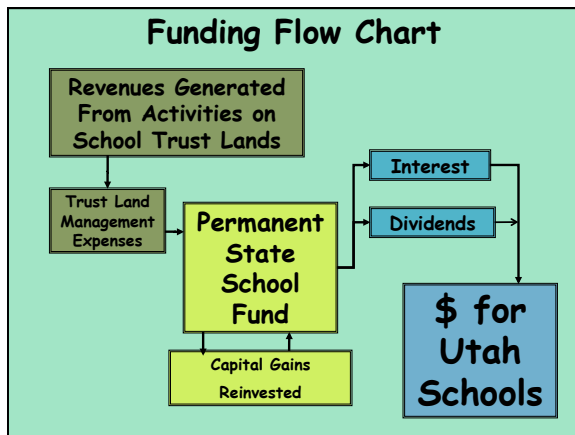
Derrick Platform - Vernal - Uintah County



Loader and Feeder - Price - Carbon Count



Blue Bunny Ice Cream Factory
St. George - Washington County



The Permanent State School Fund is over \$1.8 Billion

April 2014



Grow Towards Tens of Billions!

The primary focus must be:

What is in the best interest
of all the students?



It's all about student and school improvement.