

1140 ~~School Community Council~~— Charter Trust Land Council

Approved: 20 April 2016, Revised TBD

Rule/Law: ~~R277-491~~ R277-477; Utah Code §§ 53G7-1203, 53G7-1205, and 53G7-1206

~~Policy References:—~~

~~Utah Code Ann. 53A-1a-108 (2006), Utah Code Ann. 53A-1a-108.5 (2002), Utah Code Ann. 53A-16-101.5 (2005), Utah Code Ann. 53A-402 (2007), Utah Code Ann. 53-1-606.5~~

Purpose: The purpose of this philosophy is to recognize the purpose of the ~~School Community Council~~ Charter Trust Land Council, and frame the grounds for functionality.

1. Philosophy

- a. The Board recognizes the importance of collaborative decision-making in the school community and that a sense of shared ownership is created when the people closest to the implementation of the decision are a part of the process. Those affected by a ~~School Community Council~~ Charter Trust Land Council decision should be invited to participate and/or provide information for use in the decision-making process. It is our belief that ~~the School Community Council~~ Charter Trust Land Council will improve student learning, performance and achievement through open communication involving the stakeholders in the education community.

2. Formation of ~~School Community Council~~ Charter Trust Land Council

- a. Edith Bowen Laboratory School shall establish a ~~School Community Council~~ Charter Trust Land Council in accordance with state law.

~~3. Membership~~

- ~~a. 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.—~~
- ~~b. The recommended composition of the School Community Council for EBLS is six (6) parent or guardian members and four (4) school— employee members (including the principal). While the number of— members can be larger or smaller than the recommended number, the— number of parent or guardian members must always exceed the— number of school employee members, and the council must consist of—~~

~~at least four (4) parent or guardian members and two (2) school—
employee members.~~

- ~~c. Each council shall have a chair and vice chair, one a parent and one school employee, elected by council members from among the members of the council.~~
- ~~d. A school community council may appoint non-voting members to serve on the council (i.e., business or community leaders, students in secondary schools).~~
- ~~e. A school community council may create subcommittees or task forces to advise or make recommendations to the council or to develop all or part of the plans required of the council. Such subcommittees may include individuals appointed by the council who are not council members including parents, community members, or school employees. Subcommittee recommendations shall be subject to the approval of the council.~~

~~4. Selection of School Employee Members~~

- ~~a. The principal shall serve as an ex officio member with full voting privileges.~~
- ~~b. 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.~~
- ~~c. 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. The council chair shall notify the Governing Board of the appointment in the list of members submitted with the School Improvement Plan.~~

~~5. Selection of Parent and/or Guardian Members~~

- ~~a. The EBLs School Community Council shall consist of school employee members and parent or guardian members in accordance with this section.~~
- ~~b. The number of parent or guardian members of the School Community Council who are not educators employed by the school district shall exceed the number of parent or guardian members who are educators employed by the school.~~
- ~~c. If, after an election, the number of parent or guardian members who are not educators employed by the school does not exceed the~~

~~number of parent or guardian members who are employed by the school, the parent or guardian members of the School Community Council shall appoint one or more parent or guardian members who are not employed by the school so that the number of parent or guardian members who are not employed by the school exceeds the number of parent or guardian members who are educators employed by the school.~~

- ~~d. Parent or guardian members shall be elected by majority vote of those voting in an election held at the school. Only parents or guardians of students attending the school are eligible to vote in this election. 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.~~
- ~~e. Any parent or guardian who qualifies to be a candidate may file or declare him/herself as a candidate for election to the council. An individual qualifies if she/he is the parent or guardian of a student who will be enrolled at the school at any time during the parent or guardian's initial term in office; however, if the parent or guardian is also an employee at the school, she/he is not eligible to be a "parent or guardian" candidate or member of the council.~~

6. Term of Office

- ~~a. Elected or appointed members of the council shall serve two (2) year terms beginning the first day of July. Initial terms shall be staggered so that no more than 50% of the council members stand for election in any one year. Council members may serve up to three (3) successive terms.~~

7. Duties of Councils

- ~~a. Evaluate assessment results and develop a School Improvement Plan.~~
- ~~b. Develop a School LAND-Trust program for the school.~~
- ~~c. Provide for education and awareness on safe technology utilization and digital citizenship that empowers students to make smart media and online choices and parent or guardian to know how to discuss safe technology use.~~
- ~~d. Assist in the development and implementation of a staff professional development plan.~~
- ~~e. Develop a Reading Achievement Plan.~~

- ~~f.—Develop operational by laws to guide the operation of the committee consistent with this policy.~~
- ~~g.—Advise and make recommendations to the school and Governing Board regarding the school and its programs, and other issues relating to the community environment for the students. Within the purview of school community council authority, provide a forum for community discussion of school related issues and problems.~~

~~8.—Description of Duties~~

~~a.—School Improvement Plan~~

- ~~i.—The EBLS School Community Council shall develop a school improvement plan. In developing this plan, the council shall annually evaluate and use the results of the school's assessments. The council may not have access to data that reveals the identity of students.
 - ~~1.—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 to have a direct impact on the instruction of students, and result in measurably increased student performance; and~~
 - ~~d.—Describe how the school intends to enhance or improve academic achievement, including how financial resources available to the school will be used for this purpose.~~
 - ~~e.—Include a report detailing the results of the previous year's plan and use of funds.~~~~
 - ~~2.—The school principal shall make the school budget and other data available to the council as needed in developing the school improvement plan.~~~~
- ~~ii.—The School Improvement Plan developed by the council is subject to the approval of the Governing Board. The school improvement plan as approved by the Governing Board shall be implemented by the school. The school shall provide ongoing support for the council's plan.~~

~~4. The council may develop a multi-year school improvement plan, but the plan must nevertheless be presented to and approved by the Governing Board.~~

~~b. School LAND Trust Program~~

- ~~i. The plan shall include the use of School LAND trust funds allocated to the school to implement the plan including a description of programs, practices, materials or equipment needed.~~
- ~~ii. The program developed by the council to use the School LAND trust funds is subject to the approval of the Governing Board.~~
- ~~iii. The school shall provide ongoing support for the council's plan. The school shall also publicize to its patrons and the general public how the School LAND trust funds were used to implement the plan and the results of those efforts.~~
- ~~iv. Through the school community council, the school shall prepare an annual report for the Governing Board at the end of the school year which details the use of the School LAND Trust funds and which assesses the results obtained from the use of those funds.~~
- ~~v. The council may develop a multi-year program for using School LAND Trust funds, but the program must nevertheless be approved by the Governing Board each year.~~

~~9. Staff Professional Development Plan Assistance~~

- ~~a. The School Community Council shall assist the school with the development and implementation of the school's professional development plan. Utah Code 53A-3-701.~~

~~10. Reading Achievement Plan for Elementary Schools~~

- ~~a. The EBL School Community Council shall develop a Reading Achievement Plan for the school which shall be submitted to the Governing Board for annual review and approval prior to implementation.~~
- ~~b. Following approval by the Governing Board, the school principal, teachers and staff will implement the plan.~~
- ~~c. The Reading Achievement Plan shall be designed to reach the long-term goal of having all students in the school reading on or above grade level by the end of the third grade.~~

~~d. The Reading Achievement Plan shall include the following components:~~

~~i. An assessment component that focuses on ongoing formative assessment to measure the five domains of reading (phonological awareness, phonics, fluency, comprehension, and vocabulary), as appropriate, and to inform instructional decisions, and which includes a reading assessment selected from a list recommended by the State Board of Education.~~

~~1. An intervention component that:~~

~~a. Provides adequate and appropriate interventions focused on each student attaining proficiency in reading skills;~~

~~i. Is based on best practices identified through proven research-based methods;~~

~~ii. Provides intensive intervention implemented at the earliest possible time for students having difficulty in reading;~~

~~iii. 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~~

~~iv. As resources allow, involves a reading specialist.~~

~~2. A reporting component that includes reporting to parents their children's literacy profile, which documents ongoing formative assessment results and, at the end of third grade, their child's reading level.~~

3. Charter Trust Land Council (the "Council") Composition Requirements. The number of Council members who are parents or grandparents of students enrolled at the school shall exceed all other members combined by at least two. Parents or grandparents must have a student actively enrolled at the charter school to be eligible to run or serve on the council.

a. If the School's governing board meets the size and composition requirements above, the governing board may serve as the Council.

- b. If the governing board does not serve as the Council, the Council shall consist of the specific number of parents/grandparents. In addition, membership may also include [staff members and the School's Director] that desire to serve on the Council.
4. Council Size. The Council shall consist of 8 members. Specifically, there shall be six parents/grandparents, the director/principal who is an ex officio voting member, and one appointed staff member.
5. Election Procedures for Parents/Grandparents. On or before May 1st each year, the director/principal will notify parents/guardians about Council membership opportunities for the coming year and the necessary steps to become a member. Notification will be posted on ParentSquare.
 - a. If the number of interested individuals exceeds the number of open positions, an election will take place. If an election is required, the school will notify families of the election process via ParentSquare at least ten (10) days before voting commences.
 - i. Only parents of students currently attending the school are eligible to vote.
 - ii. Each parent will be given one (1) vote regardless of the number of family members that attend the school.
 - iii. Voting by secret ballot will be done electronically through Google Forms and instructions for voting (including when voting opens/closes, submission information as well as the candidate list) will be included in the election notice described in paragraph 3(a) above.
 - iv. Absentee voting is allowed through submitting votes from personal devices accessing the Google Form election ballot.
 - v. If two or more candidates receive the same number of votes, the director/principal will flip a coin to determine a winner, in the presence of the EBLs governing board secretary.

- vi. The school's director/principal and governing board secretary will oversee the election to ensure compliance with these election procedures.
 - b. If the number of interested individuals is less than or equal to the number of open positions, an election is not required. Appointments by the school director/principal will be made to fill any open seats.
6. Parent/Grandparent Terms. Terms shall be for a period of 2 year/s, and members are eligible for re-election. Half of parent/grandparent members shall be elected each year, thus staggering the replacement of these members. Parent/grandparent members may not be school employees.
7. Procedures for Staff Members and Other Members. The director/principal shall appoint a staff member to serve on the Council each year. No other members shall be required for the Council.
8. Staff Terms. Terms shall be for a period of one 1 year, and members are eligible for re-appointment.
9. Officers. Once established, the Council members shall elect from its membership a parent or grandparent of a student enrolled at the school to serve as Chair. The director/principal may not hold an officer position.
10. Filling Vacancies. If a parent/grandparent member is absent from two consecutive meetings, the Chair will notify the member that if the member does not attend the next meeting, the Council will consider the seat vacant. If a seat goes vacant in this manner, the remaining parent/grandparent members will appoint the parent/grandparent candidate with the next most votes (if willing) to fill the unexpired term. If a member resigns, the same process will be followed to fill the unexpired term. If there are not enough other candidates to fill vacancies in this way, a special election will be conducted to fill the vacant seat with a one-week nomination and one-week election period.
11. Quorum. A quorum, which is a majority of the council members, is necessary to conduct official business and vote. This quorum requirement does not necessitate a two-parent majority.

12. Meetings. The council chair, in collaboration with the director/principal shall schedule, provide notice, and convene the meetings of the Council consistent with the School Community Council Open and Public Meeting Act, 53G-7-1203.

13. Council Responsibilities. In accordance with state board rule regarding charter trust land council expenditures and funding limits, a Council shall:

- a. Prepare a plan for the use of School LAND Trust Program money.
- b. Work with students, families, and educators and hold at least an annual discussion with charter school administrators to develop and incorporate safety principles at the school level.
- c. Provide input to the school's principal on a positive behaviors plan.