

Corner Canyon High School

School Community Council Bylaws

Article I Name

Corner Canyon High School Community Council, also referred to in this document as “School Community Council”, “Council” and “SCC”.

Article II Laws

All Utah School Community Councils function under the following laws and statutes:

1. Utah Enabling Act
 - a. Section 6: Land grant for common schools
 - b. Section 10: Permanent school fund
2. Utah Constitution:
 - a. Article X Education - Sections 5 and 7
 - b. Article II Public Lands - Sections 1 and 2
3. Utah Code Ann.:
 - a. 53A-1a-108 -- School community councils - duties - composition - election procedures and selection of members
 - b. 53A-1a-108.1 School community councils - Open and public meeting requirements
 - c. 53A-1a-108.5 -- School Improvement Plan SIP
 - d. 53A-16-101.5 -- School LAND Trust program - Purpose - Distribution of funds - school plans for use of funds
 - e. 531-3-402-17(c) -- Local school boards
4. Utah Administrative Code:
 - a. R277-477-- Distribution of funds from...the school LAND Trust program
 - b. R277-491-1, etc. seq. -- School Community Councils
5. Canyon School District Policy
 - i. Section: K-School Community-Home Relations; School Community Councils; File No. KCE --
https://policy.canyonsdistrict.org/images/Policy-KCE-School_Community_Councils.pdf

Article III Standing Rules

1. **Elections:** Elections for School Community Council representatives will be held during the month of August for the new school year. Council members will serve 2-year terms, with half of the Council positions up for election each year.
 - a. **Recruiting:** Recruiting information sent to parents will include a summary of the purposes of the SCC and the responsibilities of individual SCC members.
 - b. **Filling Mid-Term Vacancies:**
 - i. The Employee Group will fill mid-term vacancies by faculty election or appointment.
 - ii. The Parent / Guardian Group will fill mid-term vacancies by inviting the candidate with the next highest vote count from the most recent election to fill the open position. If no candidates who had votes in the previous election are able to serve, the Parent / Guardian Group will consult and appoint a parent to fill the open position.
 - iii. A replacement member will complete the term of the Council member she/he replaced.
 - iv. The Council will continue to function while mid-term vacancies are in the process of being filled, as long as membership complies with the minimum state requirements set forth below (III.2.a.i).
2. **Council Composition:** The number of School Community Council members will adhere to State laws and rules and Council bylaws:
 - a. **General SCC Membership:**
 - i. "Each school community council for a high school shall have six parent or guardian members and four school employee members, including the principal." 53a-1a-108 (4)(b)(i) A school community council may have a larger membership provided that "the membership include two or more parent or guardian members than the number of school employee members." 53A-1a-108(4)(c)(i)
 - ii. The CCHS School Community Council will consist of twelve (12) parent/guardian members and five (5) school employee members (including the Principal), for a total of seventeen (17) members.
 - b. **Parent/Guardian Group:**
 - i. *An educator who is employed at CCHS* may not serve as a parent / guardian member of the SCC. 53A-1a-108(1)(c)(ii)
 1. *An educator* is a district employee who is required to hold a license for his/her district employment. 53A-6-103(8)
 - ii. The number of parent / guardian members of a 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 district* [at schools other than CCHS]. 53A-1a-108(4)(d)(i)

- iii. A maximum of 2 non-licensed CCHS employees who have children at the school may serve as CCHS SCC parent/guardian members. These members shall disclose a conflict of interest prior to voting on any funding items that affect their own school departments.
 - c. **School Employee Group:** The School Employee Group will consist of the Principal and four other school employees.
 - i. **Principal** -- The Principal is required to serve on the SCC. (See III.2.a. above.)
 - ii. **School Employees** -- The faculty elects the four remaining school employee SCC members.
 - 1. **School Counselor** -- The Comprehensive Guidance Plan recommends that one of the elected school employee members be a school counselor. Non-elected school counselors are welcome to attend SCC meetings as ex-officio, non-voting members.
 - d. **Officers:** Officers will be elected by the SCC at the September meeting each school year. The current Chair / Vice Chair will serve through the summer months, assist the Principal and SCC with elections, conduct the September meeting, and assist the new leadership in the transition even if they no longer have a student at Corner Canyon High School. Officer positions include:
 - i. **Chair** -- Must be a parent / guardian member. 53A-1a-108(5)(j)(i)
 - ii. **Vice Chair** -- May be a parent or employee member, excluding the Principal. 53A-1a-108(5)(j)(ii)
 - iii. **Secretary** -- May be an elected member of the Council or an appointed ex-officio non-voting member. If appointed, the Council needs to vote on approval of the appointment during the September meeting.
 - e. **PTSA Liaison** -- An SCC parent member who also serves on the PTSA Board may be appointed by the SCC at the beginning of school each year to relay pertinent information between the SCC and PTSA. If no one from the SCC is willing or able to serve in this capacity, the PTSA may appoint one of their members to attend SCC meetings in an ex-officio, non-voting capacity.
3. **Attendance Requirements:** All SCC members, parent and employee, have an expectation of attendance and involvement.
- a. The Chair will track attendance at SCC monthly meetings and annual *district* training.
 - i. If a member attends the annual *state* SCC training, she/he will be given an attendance credit that will offset one absence.
 - b. If a member cannot attend a meeting / training and wishes to be excused, he/she should notify the Chair before the meeting / training.
 - c. If a member has three *excused* absences in a given school year, the Chair may initiate a warning to that member.

- d. If a member has three *unexcused* absences during a given school year, the Chair and the Principal will use discretion in initiating a warning or a replacement of that member by the respective group (parent or employee).
 - e. If a member has any combination of four excused and/or unexcused absences during a given school year, the Chair and the Principal will initiate replacement of the member by the respective group before the next meeting following the fourth absence.
 - f. The Chair will communicate attendance warnings and proceedings to parent / guardian members. The Principal will communicate attendance warnings and proceedings to school employee members.
4. **Meeting Schedule:**
- a. **Monthly Meetings:** The Corner Canyon School Community Council will meet monthly with the exception of June, July, August, and December. The annual meeting schedule will be posted on the school website.
 - b. **Additional Meetings:** Additional SCC meetings may be scheduled by majority vote in a previous meeting, and by giving at least one week public notice of the meeting.
 - c. **Cancellation of Meetings:** Scheduled meetings may be cancelled by majority vote in a previous meeting, and by giving at least one week public notice of the cancellation.
 - d. **Emergency Meetings:** may also be scheduled according to Utah Code 53A-1a-108.1(7)
 - e. **Orientation Meeting:** First-time CCHS SCC members may be invited to attend an orientation meeting prior to the first public meeting of the school year. This meeting will be conducted by the Chair and/or Vice Chair and will be for orientation and training purposes only.
 - f. **Training Meeting:** District SCC Training takes place in September / October of each year. All SCC members should plan to attend.
5. **Open Meetings:** The School Community Council shall not conduct closed meetings. SCC meetings are always open to the public. Notification of meetings and agendas will be posted on the school website at least one week in advance. Minutes will be posted on the school website for a minimum of three years. 53A-1a-108.1
- a. **Guest Presenters:** The SCC may invite guests to appear on agendas and make presentations at meetings. For a patron to bring a topic to the School Community Council, he/she must contact the Council Chair in advance of the meeting and ask to be placed on the agenda. An individual will be given 3 minutes to present. A group will be given 5 minutes to present. The Council, as a whole, may invite any person / group to make a longer presentation if desired. The Council, as a whole, may then choose to add the topic to a future agenda for further discussion.
6. **Conducting Meetings:** All meetings will be conducted by the SCC Chair (or Vice Chair) and follow the guidelines listed below

- a. **Actions / Voting:** All actions of the Council shall be by majority vote of the SCC members who are present when a quorum is established.
 - i. **Quorum:** A quorum is defined as a majority of the SCC membership, with at least two more parent members than employee members present to vote.
 - ii. **Majority:** A majority is defined as more than one half.
 - iii. The CSIP and LAND Trust Plans must be approved by a majority of the *full* School Community Council. All SCC members should plan to be in attendance at the meeting when this vote takes place.
 - b. **Procedures:** Actions of the SCC requiring a vote will be conducted according to parliamentary procedure. A voting member must make a motion, another will second the motion and, following discussion, the Council will vote. In votes that are too close to call through a verbal vote, a roll-call vote will be taken. Meeting minutes will have “a record, by individual member, of each vote taken.”
53A-1a-108.1(9)(b)(iv)
 - i. **Bylaws:** Bylaws may be amended by this same procedure, including, but not limited to, updates to comply with changes in the law, rules or statutes governing school community councils.
 - c. **Etiquette:** The following rules of etiquette will apply:
 - i. Meetings will begin on time, use time wisely and stay focused on the agenda.
 - ii. Members and guests will come prepared to participate and avoid side conversations during the meeting.
 - iii. Respect for others in verbal and non-verbal communication will be shown at all times.
 - iv. Participants should avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during the meeting.
 - v. A guest who is not on the agenda must be recognized by the Chair before addressing the Council.
7. **Subcommittees:** Subcommittees may be established or dissolved by a majority vote of the council.
- a. The SCC Chair will appoint a chair for each subcommittee, who will then report as needed on the committee’s progress.
 - b. Other SCC members may volunteer to serve on one or more committees.
 - c. Additional community members, both employee and parent, who are not elected SCC members, may serve on any subcommittee.
8. **Meeting Topics:** Topics that are appropriate for discussion by school community councils include, but are not limited to: 53A-1a-108(3)(iii)
- i. School Improvement Plan
 - ii. School LAND Trust Plan
 - iii. Academic needs of the school, with direction to determine the greatest academic need of the school for LAND Trust Plan expenditures.
 - iv. School Digital Citizenship Plan

- v. Parent / school communication and involvement
 - vi. Topics brought to the SCC by the school, the school district, or the local school board for SCC consideration.
- b. Items not to be discussed by the SCC include:
- i. Personnel issues
 - ii. Individual student information