

Mountain Ridge Junior High School Community Council
Local Unit Bylaws
Last Revised– September 2013

ARTICLE I: NAME

The name of this organization is Mountain Ridge Junior High School Community Council (MRJH SCC). It is a local School Community Council unit recognized by the Alpine School District.

ARTICLE II: PURPOSE

In Utah the annual distribution from the permanent fund, where revenue from school trust lands is deposited, is distributed to every public school in the state through the School Land Trust Program. Site-based committees prepare plans, approved by local school boards that identify an academic need and a proposed solution using the annual dividend.

ARTICLE III: DUTIES AND RESPONSIBILITIES

Section 1. The Mountain Ridge Junior High School Community Council (MRJH SCC) is responsible for the School Improvement Plan. 53A-1a-108(3) (a) (i)

Section 2. MRJH SCC will assess academic needs and identify the most pressing academic needs of the school. 53A-1a-108(3) (a) (ii)

Section 3. MRJH SCC will prepare an action plan called a School Land Trust Plan to address the need and meet the goal identified. 53A-1a-108.5 (5), 53A-16-101.5 (6) (a) (i), 53A-3-701(3), 53A-1-606.5 (4)

Section 4. MRJH SCC will submit the Plan for the upcoming school year and the Progress Report for this school year on the School Land Trust website each spring for approval by the Alpine School District School Board. 53A-1a-108.5 (5), 53A-16-101.5 (6) (a) (i), 53A-3-701 (3), 53A-1-606.5 (4)

Section 5. MRJH SCC will participate in the development of the Professional Development Plan. 53A-1a-108(3)(a)(iii)

Section 6. MRJH SCC will advise the school administration on local school issues 53A-1a-108(3)(v)

Section 7. MRJH SCC will provide an opportunity for issues of concern in the community to be presented to the school administration. R277-491-6F and G

Section 8. The MRJH SCC provides ongoing support in implementation of approved plans. 53A-1a-108.5(7), 53A-16-101.5(6), 53A-3-701(1), 53A-1-606.5(3)

Section 9. The MRJH SCC may assume other tasks and responsibilities relating to the school, such as safety, school climate, student and teacher recognition, etc. that are best addressed through local school collaboration. 53A-1a-108(3) (a) (iv)

ARTICLE IV: MEMBERSHIP

Section 1. The voting membership of the MRJH SCC must include:

- a. The school principal 53A-1a-108(5)(a)
- b. At least four school employee members, with representatives from teachers, administration, counseling, and staff. 53A-1a-108 (4)(b)(i)
- c. At least six, but no more than ten parent or guardian members, and the council must maintain at least 2 more parent members than school employee members. 53A-1a-108 (4)(c)(i) and 53A-1a-108

1. Any parent is eligible if they have a child who will be enrolled at the school during the first two-year term of office.

2. Parents may be employed by the district but not at the school their child attends. 53A-1a-108 (4)(b)(i)

3. The number of parent or 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. 53A-1a-108(4)(d)(i)

- a. If, after an election, the number of parent or guardian members who are not educators employed by the school district does not exceed the number of parent or guardian members who are educators employed by the school district, the parent or guardian members of the school community council shall appoint one or more parent or guardian members to the school community council so that the number of parent or guardian members who are not educators employed by the school district exceeds the number of parent or guardian members who are educators employed by the school district. 53A-1a-108-(4)(d)(ii)

ARTICLE V: DEFINITIONS

Section 1. "Parent or guardian member" 53A-1a-108:

a. "Parent or guardian 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 will be enrolled at the school at any time during the parent's or guardian's initial term of office. 53A-1a-108 (1)(a)(i)

b. "Parent or guardian member" may ~~not~~ include a person who is employed by the school district, but they may not be employed at the school their child attends. 53A-1a-108 (1)(b)(ii)

Section 2. "School employee member" means a member of a school community council who is a person employed at a school by the school or school district, including the principal. 53A-1a-108 (1)(b); these include employees or staff of Mountain Ridge Junior High School.

ARTICLE VI: ELECTIONS

Section 1. Each school employee member, except the principal, shall be elected by secret ballot by a majority vote of the school employees and serve a two-year term. The principal shall serve as an ex officio member with full voting privileges. 53A-1a-108 (5)(a)

Section 2. Each parent or guardian member shall be elected by secret ballot at an election held at the school by a majority vote of those voting at the election and serve a two-year term. 53A-1a-108 (5)(b)(i) If races are uncontested candidates will automatically become SCC members.

a. Only parents or guardians of students attending the school or who have students who will be attending the school in the fall may vote at the election. 53A-1a-108 (4)(b)(ii) and R277-491-3 (B)

b. Parent members must have a child at the school at least one of the two years of their initial term. 53A-1a-108 (4)(b)(i)

c. Any parent or guardian of a student who meets the qualifications of this section may file or nominate himself as a candidate for election to a school community council. 53A-1a-108 (5)(b)(iii) and R277-491-3(A)

Section 3. MRJH SCC will conduct a yearly election. R277-491-6(A)

a. An election for the parent or guardian members of a school community council shall:

1. Extend for a period of at least three consecutive school days; and
2. Begin within the first 30 days of the school year; and
3. End no later than 35 days after the first day of the school year. 53A-1a-108(5)(b)(iv)

Section 4. Voting

a. "Secure ballot box" means a closed container prepared by the school for the deposit of secret ballots for the school community council elections. R277-491-1(L)

b. All parents of current MRJH students are eligible to vote.

c. All eligible voters must vote in person at MRJH. Eligibility shall be verified from a roster of MRJH students. This is to ensure full accountability of the election results and provide verification and tracking of votes cast.

d. Each parent will have one vote for each School Community Council seat up for election.

There are no additional votes for subsequent children attending MRJH.

e. A simple majority of those parents or guardians voting will determine the election. 53A-1a-108(5)(a) and (5)(b)

f. MRJH SCC may establish procedures that allow for ballots to be clearly marked and mailed to the school in the case of geography or school distances that would otherwise discourage parent participation. Hand-delivered or mailed ballots shall meet the same timelines for voters voting in person. R277-491-3(C)

g. MRJH SCC may allow parents to vote by electronic ballot. If the school allows voting by electronic means, the opportunity shall be clearly explained on the school website including: R277-491-3(D)

1. directions for electronic voting
2. security provisions for electronic voting
3. statement to parents and community members that violations of a school's voting procedures may disqualify a parent's vote or invalidate a specific school election, or both.

Section 5. The MRJH SCC chair shall provide notice of the available community council positions to school employees, parents, and guardians at least 10 days before the date that voting commences for the elections. 53A-1a-108 (C)(i) and R277-491-4(B).

a. The notice shall include:

1. The dates and times of the elections
2. A list of council positions that are up for election
3. Instructions for becoming a candidate for a community council election

b. The principal of the school, or the principal's designee, shall oversee the elections

c. Ballots cast in an election held shall be deposited in a secure ballot box.

Section 6. Results of the elections held shall be made available to the public upon request. 53A-1a-108(5)(d)

Section 7. Ballots and voting are required only in the event of a school community council contested race. R277-491-3(e)

Section 8. Unfilled Positions 53A-1a-108(5)(e)

a. If a parent or guardian position on a school community council becomes vacant at any time for any reason (other than the ending of a two-year term), the other parent or guardian members of the council shall appoint a parent or guardian who meets the qualifications of this section to fill the position.

b. If a school employee position on a school community council becomes vacant at any time for any reason (other than the ending of a two-year term), the other school employee members of the council shall appoint a school employee to fill the position.

c. The Chair of the community council shall notify the local school board of each appointment. 53A-1a-108(5)(3) and R277-477-3F

d. A member appointed to a school community council shall serve out the remainder of a two-year term. 53A-1a-108 (1)(e)(iv)

Section 9. Initial terms shall be staggered so that approximately 50% of the council members stand for election in any one year. 53A-1a-108 (1)(f)

Section 10. Terms of office 3A-108(5)(g) and R277-491-6

a. The term of office shall be Sept. 1st – Aug. 30th; each term shall be two years, except the PTSA president who serves only during their one-year term.

ARTICLE VII: OFFICERS

Section 1. Officers 53A-1a-108(5)(h)

a. MRJH SCC members shall elect Co-Chairs. One from its parent or guardian members, and one from its elected employee members.

b. A principal may not serve as Co-Chair of the SCC. R277-491-4a

c. The Co-Chairs will have terms of office for two years and until their successors are elected.

d. Any changes to the officer structure require an amendment of these bylaws.

Section 2. Election of officers – Terms

a. Co-Chairs will be elected in the fall and will serve the length of their two-year term or until their successors are elected.

b. An officer elected by MRJH SCC members may be removed from office for cause by a vote of two-thirds of the MRJH SCC. 53A-3-201

c. When a vacancy occurs in the office of Co-Chair, a replacement shall be elected for the unexpired term. 53A-3-201

Section 3. Subcommittees or task forces may be created by the MRJH SCC to: 53A-1a-108(6)

a. Advise or make recommendations to the council or

b. Develop all or part of a School Improvement plan.

c. Any plan or part of a plan developed by a subcommittee or task force shall be subject to the approval of the MRJH SCC.

d. MRJH SCC may appoint individuals who are not council members to serve on a subcommittee or task force, including parents, school employees, or other community members.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1: The Co-Chairs shall perform the following duties equally, collaborating to ensure mutual involvement:

- a. Preside at all meetings of this MRJH SCC
- b. Perform such other duties assigned by the organization
- c. Appoint and supervise the MRJH SCC representatives and chairpersons of special committees
- d. Coordinate the work of the officers, representatives, and committees of this MRJH SCC
- e. Shall provide the following information to the SCC, with assistance from the school administrator or designee R277-491-4b:
 1. Notice of dates and times of SCC elections at least 10 days before the elections are held
 2. Timely notice of SCC positions that are up for election
 3. Instructions for applying to become a member of the SCC, together with timelines for submitting information and applications
 4. Notice of the SCC meeting schedule and either a telephone number or email address, or both, where each SCC member may be contacted directly, provided in the first 6 weeks of the school year.
 5. A summary of the annual expenditure report of all School Land Trust Program funds provided to the SCC, parents and to the local Board of Education by November 15th 53A-108.1(5)(b)
 6. The information in (4) and (5) shall be provided by posting on the school's website as well as a direct delivery method to each household such as: mailing the information; delivering a voice message describing the information and explaining where to obtain the full information; sending an email message containing the information; providing the information in a packet that is to be delivered to a student's parent or guardian during the school's annual registration period or with the student's report card; or using a combination of these methods. 53A-1a-108.1(5)(c)
 6. A summary of the SCC's actions and activities for the first half of the school year, provided mid-way through the school year
 7. Posting of the SCC meeting information (time, place and date of meeting; meeting agenda and previous meeting minutes) on the school's website at least one week prior to each meeting.
 8. Information on the school website and in at least one other direct delivery method ensuring that all parents are notified 53A-1a-108 (7)(a)
- f. Shall appoint a secretary of the SCC who is responsible to:
 1. Record the minutes of all meetings of the SCC
 2. Ensure minutes of previous meetings are posted on the MRJH website one week before the upcoming meeting
 3. Conduct correspondence as required and requested.
- g. Serve in the absence of the other Co-Chair
- h. Support and work closely with each other and committee members.
- i. Provide annual training to all SCC members in regards to their responsibilities and section 53A-1a-108.1 53A-1a-108.1(2)

Section 2. Parent members shall participate fully in the development of various school plans described in Section 53A-1a-108 (3) including, at a minimum:

R277-491-5c

- a. School Improvement Plan
- b. School Land Trust Plan
- c. Professional Development Plan
- d. Review of School Health Plans required under Section 53A-AA-204.

ARTICLE IX: MRJH SCC MEETINGS

Section 1. MRJH SCC meetings are open to the public and the council may not close any portion of the meeting. 53A-1a-108.1(3)

a. The MRJH SCC Chair may ask a visitor to tell the council the subject of their concerns and may decide to put the topic on a future agenda. If the topic is not within the purview of the council, the Chair may ask the individual to take their concern to those who may address it. (School Lands Trust FAQ #23)

b. The MRJH SCC may ask for removal of any person from a meeting who willfully disrupts the meeting to the extent that orderly conduct is seriously compromised. 54-4-301

Section 2. MRJH SCC meeting agendas are posted on the school website at least one week in advance. They shall include the date, time, location, and minutes of the last meeting. 53A-1a-108.1(4)

Section 3. All MRJH SCC minutes include: date; time; location; names of members present and absent; substance of all matters proposed, discussed or decided; a record of votes; name of each person who is recognized by the chair to speak in the meeting; and substance of what is said. Minutes are marked as draft until approved. 52-4-203(1, 3), 52-4-203(1-2) and 52-4-203(4)(c)

Section 4. Meetings will be conducted using simplified Robert's Rules of Order and those rules will be available on the school website as well as at each meeting of the SCC. 53A-1a-108.1(9)(b)(3).

- a. The meeting will follow an agenda
- b. Public input from non-voting members will follow the general time limit (3-5 minutes)
- c. Items requiring action from the committee require a motion and second.
- d. Items requiring action from the committee require discussion on the topic

Section 5. A simple majority is required to take action. 52-4-103(4) and (9) A tie is considered a losing vote.

Section 6. a. Meeting topics may include but not be limited to: academic needs of the school, community concerns, safety concerns, accreditation issues, professional development, and the School Land Trust Plan.

b. 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. 52-4-202(6)

Section 7. Meetings should not include political agendas or personnel issues.

Section 8. Meeting minutes are to be retained for a period of 3 years and will be posted on the school's website. 52A-1a-108.1(8)(c)(ii) &(v)

Section 9. The following schedule and report summaries are provided on the school website AND via required means, to each individual household with a student attending the school:
53a-1A-108(7)

- a. The MRJH SCC provides a meeting schedule within the first six weeks of the school year
- b. The MRJH SCC provides a summary of the Final Report of the School Land Trust Program Plan implementation by November 15th.

Section 10. A school administrator shall assist the MRJH SCC to provide information on the school website and in the newsletter ensuring that all parents are notified as provided in Section 53A-1a-108(7)(a).

ARTICLE X: FISCAL

The fiscal year of this MRJH SCC shall begin on July 1st and end on June 30th.

ARTICLE XI: AMENDMENTS

Section 1. These bylaws may be amended at a meeting of the MRJH SCC provided:

- a. There are at least four school employee members and at least five parent or guardian members in attendance. The number of parent members must exceed the number of school employees, including the principal.
- b. The proposed amendment passes by simple majority of the members present.

Approved this date: _____

Witnessed by current MRJH members:

_____ Chair

_____ Vice-Chair

_____ Parent 1

_____ Parent 2

_____ Parent 3

_____ Parent 4

_____ Parent 5

_____ School Employee 1
_____ School Employee 2
_____ School Employee 3
_____ School Employee 4

MRJH SCC bylaws have been written with the guidance of the State of Utah School Lands Trust Organization.

References

At the end of each item is the reference of the original source document that created the requirement. References that begin with “R” reference the State Board Rules on School Community Councils and the School LAND Trust Program. The other references are state law. You may review the rules and law at the following web addresses:

[http://www.schoollandtrust.org/geninfo/School LAND Trust Law.pdf](http://www.schoollandtrust.org/geninfo/School_LAND_Trust_Law.pdf)
[http://www.schoollandtrust.org/geninfo/R277-477 adopted 8-09.pdf](http://www.schoollandtrust.org/geninfo/R277-477_adopted_8-09.pdf)
http://www.schoollandtrust.org/gen_about_slt.php

AMENDMENTS

These amendments were voted on and approved according to Article XI on the date of _____.

Witnessed by current MRJH members:

_____ Chair

_____ Vice-Chair

_____ Parent 1

_____ Parent 2

_____ Parent 3

_____ Parent 4

_____ Parent 5

_____ Parent 6

_____ Parent 7

_____ Parent 8

_____ Parent 9

_____ Parent 10

_____ School Employee 1

_____ School Employee 2

_____ School Employee 3

_____ School Employee 4

_____ School Employee 5

_____ School Employee 6

