

# Oak Canyon Jr. High School Community Council GUIDELINES (2013-2014 year)

## Name:

The name of this council shall be the Oak Canyon Junior High School Community Council (“OCSCC”).  
The school it functions within is Oak Canyon Junior High School (OCJH) located in Lindon, Utah.

## Purpose:

- To involve parents or guardians of students in decision making at the school level.
- To advise and make recommendations to school and school district administrators and the local school board regarding the school and its programs, school district programs, a child access routing plan in accordance with 53A-3-402 [2013: *now optional – refer to (17)(c)(i)*], and other issues relating to the community environment for students.

## Duties:

- To carefully determine how School LAND Trust Program money is to be spent at OCJH and create the School LAND Trust Program in accordance with Section 53A-16-101.5.
- Create a school improvement plan in accordance with Section 53A-1a-108.5 which shall identify the school’s most critical academic needs and recommend a course of action.
- Assist in the creation and implementation of a staff professional development plan.
- Increase public awareness of school trust lands and related land policies.

## Rules of Order and Procedure:

- The OCSCC to conduct meetings in accordance with this OCJH locally adopted set of rules (which governs parliamentary order and procedure, ethnical behavior and civil discourse) as required by 53A-1a-108.1. A copy of the 2014 document is attached.
- The Rules of Order and Procedure document shall be made available to the public on the school’s website and be accessible for reference at each OCSCC meeting.

## MEETINGS

### Meetings:

- All meetings are open to the public. OCSCC may not close any portion of a meeting.
- OCSCC meetings will generally be held monthly for 7 times during the school year. The proposed meeting schedule must be posted by Nov. 15 on the school website and in the school office.
- Meetings will generally be held in the Administrative office of OCJH at a date and time determined annually by the members of OCSCC. (2013-2014 year: 2<sup>nd</sup> Tuesday @ 12:00 noon)
- The Chairperson or the Principal may call emergency or special meetings of the OCSCC at any time as long as OCSCC members are notified and a majority of the members approve the meeting.

### Quorum:

- At any given meeting, there must be at least 2 more parents than employees to constitute a quorum.
- Absent a quorum, the Chairperson may elect to proceed with a meeting but not vote on matters critical to the OCSCC’s operation and purpose.

**Agenda:**

- Agenda, location and time of the next meeting to be posted on the website at least one week prior to the meeting.
- Public input discussion items for the agenda must be submitted 10 days prior to a scheduled meeting. (OCJH choice)
- Agenda will be determined jointly by the Chairperson and Principal.
- “A school or school district administrator may not prohibit or discourage a school community council from discussing issues, or offering advice or recommendations, regarding the school and its programs, school district programs, the curriculum, or the community environment for students.” Section 53A-1a-108 (3) (c)

**Minutes:**

- A draft of the most recent minutes should be posted on the school website at least one week prior to the next meeting.
- Minutes should include date, time, place and names of those present and absent.
- Minutes should include brief statements of matters proposed, discussed, or decided.
- Minutes should include a record, by individual members, of each vote taken.
- Minutes should be kept for a period of three years. They may be kept electronically (OCJH choice).

## **MEMBERSHIP**

**Membership:**

- Parent or Guardian of a student who; (1) is attending the school, (2) will be enrolled in the school during the initial term of office, and (3) is not an educator who is employed at the school.
- School Employee who is employed at the school by the school or school district, including the principal.
- The principal shall serve as an ex officio member with full voting privileges.
- The number of parent/guardian members who are NOT educators employed by the school district must exceed the number of parent/guardian members who are educators employed by the school district. Additional parent/guardian members may be appointed by the existing OCSCC parent/guardian members after elections to meet these criteria.
- Contact information for OCSCC members must be posted on the school website and in the office by November 15<sup>th</sup> of each school year.

**Membership Size:**

- The number of school employees on the council must be 2 less than the number of parent/guardian members.
- The council must consist of a minimum of 2 voting eligible employees, which includes the principal and 4 parent/guardians.
- The maximum size of the OCSCC shall be limited to 15 members. (discretionary OCJH choice)

**Membership Participation & Orderly Replacement of Inactive Members:** (OCJH choice)

- It is expected that each OCSCC member shall participate in a minimum of 75% of the monthly meetings unless otherwise excused.
- A member may be replaced if he/she fails to attend 75% of the monthly meetings without formal excuse during the school year. Should this occur, the Chairperson will notify them of such in a timely manner.
- The appointment of a replacement for their term of office will be made by a majority vote of the OCSCC.

**Resignation:** (OCJH choice)

- A member may resign from the OCSCC by notifying the Chairperson and School Principal at any time during their 2 year term. The OCSCC will appoint a replacement to complete their term of office by a majority vote.

**Committees:**

- Standing committees may be established as needed by a majority vote of the OCSCC.
- The Chairperson shall appoint members to these committees. Committee membership is open to the community and not restricted to elected members of the OCSCC.
- Each standing committee may elect its own chairperson, or the OCSCC Chairperson may appoint a chairperson.
- The Standing committees shall report to and function under the direction of the OCSCC.

## **ELECTIONS**

**Parent/Guardian Member:**

- Any parent/guardian who meets the qualifications outlined in the membership section above may file and declare candidacy for election.
- Members shall be elected by secret ballot at an election held at OCJH by a majority vote of those voting at the election.
- Only parent/guardians of a student attending OCJH may vote at the election.
- Unfilled positions after the elections may be appointed by OCSCC parent/guardian members.

**School Employee Member:**

- Members shall be elected by secret ballot by a majority vote of the school employees at a time determined by the principal.
- Unfilled positions after the elections may be appointed by OCSCC school employee members.

**Term of Office:**

- Parent/guardian members and School employee members are elected for a two year term.
- Terms are staggered so that approximately half of the council members stand for election each year.
- Members may serve successive terms provided they continue to meet the membership qualifications outlined above.

**Timeline:**

- An election for parent/guardian members may be held at the beginning of the school year and completed by October 15 OR held in the spring and completed before the last week of school.
- The established time period for parent/guardian elections must be consistent for at least a four (4) year period. (2013 year: Back to School Night in the fall)
- The OCJH election timeline must comply with direction from Alpine School District.

**Elections are not necessary IF:**

- The number of candidates who file for a parent/guardian position or school employee position on the OCSCC is less than or equal to the number of open positions.
- When elections are not held, unfilled positions may be appointed by OCSCC members; parent/guardian members appoint parent/guardian positions and school employee members appoint school employee positions.

**Notice of Elections:**

- The principal or their designee shall give notice of elections to school employees and parent/guardians at least 10 days before voting commences. (2013 year: July/Aug mailer)
- The notice shall include; (1) the date and time of the election, (2) council positions that are up for election and (3) how to file for candidacy.

**Elections:**

- The principal or their designee shall oversee the elections.
- Ballots cast in an election shall be deposited into a secure ballot box.
- Results of the elections shall be made available to the public upon request.
- The principal shall enter the names of the OCSCC members on the School LAND Trust website by November 15<sup>th</sup> of each year.

## **OFFICERS**

**Chairperson:**

- Members of the OCSCC elect a chair from its parent/guardian members.
- The election of the chair to take place annually at the first OCSC meeting after elections are held.

**Vice Chair:**

- Members of the OCSCC elect a vice chair from either its parent/guardian members or school employee members, excluding the principal.

**Secretarial Duties:**

- Members of the OCSCC may appoint a member or school designee to oversee and/or maintain the minutes, agenda, election notices, public notifications sent out including to those without internet access, and posting of OCSCC business in the OCJH office and on the school's website.

**Amendments to the Guidelines:**

- These guidelines may be amended, repealed, or altered, in whole or in part, by a 2/3 vote of the OCSCC. All decisions must comply with Alpine School District Policy. (OCJH Choice)
- The OCSCC Guidelines must be in compliance with Utah Legislative law and be assessed and re-determined accordingly. (53A-1a-108 / 53A-1a-108.1 / 53A-1a-108.5 / 53A-16-101.5 / 53A-3-402/Admin Code R277-491)

