

Draper Park Middle School

School Community Council Bylaws

Article I: Name

This organization is known as the Draper Park Middle School Community Council, also referred to in this document and in the community as Draper Park SCC, SCC, and School Community Council.

Article II: Authority

This organization functions under the following laws and statutes:

Section 1. Utah State Law

- [53E-4-307 \(Meeting Reading Benchmarks and Providing Interventions\)](#)
- [53E-4-307.5 \(Meeting Math Benchmarks and Providing Interventions\)](#)
- [53G-7-S1202 \(School Community Council Law\)](#)
- [53G-7-S1203 \(Open Meeting Laws\)](#)
- [53G-7-S1205 \(School Community Councils and Charter Land Trust Councils\)](#)
- [53G-7-S1206 \(The Law Creating the LAND Trust Program\)](#)
- [53G-7-S1305 \(TSSP, School Improvement\)](#)
- [53G-7-1202\(ii\)\(D\); \(iii\); \(iv\) \(Safe Technology and Digital Citizenship Plan\)](#)
- [R277-477 \(Distribution and Administration of Land Trust Funds\)](#)
- [R227-495-3\(3,4\) \(Electronic Device Plan\)](#)
- [R277-491 \(School Community Councils Administrative Code\)](#)
- [53G-10-407 \(Positive Behavior Plan\)](#)
- [53G-4-402 \(17\)\(a-d\) \(Child Access Routing Plan\)](#)
- [Utah Constitution Article X Section 5 \(State School Fund and Uniform School Fund\)](#)

Section 2. Canyons School District Policy

- [CSD Policy 200.06 – Teacher and Student Success Act](#)
- [CSD Policy 500.6 – Electronic Device Plan](#)
- [CSD Policy 700.01 - School Community Councils](#)

Article III: Operations

Section 1. Elections for SCC representatives shall be held in August, with voting open during the week of Back to School Night and closing at the end of that week. New representatives will be notified as soon as votes are counted, and prior to the first meeting of the school year. The names and contact information of all voting SCC members shall be posted on the school website.

- a. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC shall be given with the Draper Park registration information listed on the school website and posted in the main office.
- b. Employee elections shall be held in employee meetings at the beginning of the school year.
- c. If there are more candidates than available seats, two alternates shall be selected from the remaining candidates in the order of the number of votes received. They shall be appointed as voting members of the council if a seat is vacated prior to the next election.

Section 2. Membership: The number of School Community Council members shall be limited to 15 total members with 9 parent members and up to 6 employee members.

Section 3. Members, parent and employee, are expected to attend all meetings.

- a. If for some reason a member cannot attend, they are required to notify the chairman ahead of time to be excused.
- b. If an SCC parent member misses two consecutive meetings in a given school year, the chair will notify the member that if the member does not attend the next meeting, the council will consider the seat vacant and the remaining parent members will appoint a parent to fill the unexpired term from the alternates selected during the election.
- c. If no alternate is available to serve, and it is determined that the seat needs to be filled, the SCC may seek out parents or school employees to be appointed.

Section 4. Conflict of Interest: All council members will be asked to publicly disclose any conflict of interest at the first council meeting in the fall and/or any time a conflict of interest arises.

- a. A conflict of interest is considered when the council member may benefit as a result from council action. The benefit may be direct or indirect; create a material or personal gain; or provide an advantage to self, relations, friends or groups or associations of loyalty.
- b. If there is a conflict of interest, the council, minus the council member with the conflict of interest, will decide how the council member with the conflict of interest will participate in the action.
- c. The levels of participation can be as follows: full participation, no voting on issues of conflict or the council suggests that the member withdraw from participation in the presentation, discussion or vote.

Section 5. A quorum is defined as a majority with the stipulation that the majority must follow the legal composition of the council and have, at minimum, two more parent members than employee members present to vote.

Section 6. The Draper Park School Community Council shall meet monthly with the exception of June and July.

- a. Meetings may be cancelled or added only on the approval of a majority vote of the council members.
- b. Meeting dates for the year shall be set at the first SCC meeting and published on the school website.

Section 7. The School Community Council may not hold closed meetings. The meetings must be always open to the public.

- a. Notification of the meeting and its agenda shall be posted on the school website, and items to be voted on will be listed as action items.
- b. Electronic meetings shall comply with state law and district policy and be publicly noted on the school website.
- c. An anchor location shall be announced on the school website for both physical and electronic meetings.
- d. Meeting minutes shall be posted on the school website for the current school year and archived according to state law.

Section 8. Subcommittees may be established or dissolved by a majority vote of the council.

- a. Each subcommittee shall be chaired by at least one elected SCC member, who shall report monthly on the committee's progress.
- b. SCC members may serve on multiple subcommittees.
- c. Additional community members, both employee and parent, that are not elected SCC members may serve on any subcommittee.

Section 9. All meetings shall be conducted by the SCC Chair and follow the guidelines listed below:

- a. Meetings must begin on time, use time wisely and stay focused on the agenda.
- b. A speaker must be recognized by the Chair before addressing the group.
- c. Members and guests must come prepared to participate and avoid side conversations during the meeting.
- d. Respect for others in verbal and non-verbal communication must be shown at all times.

e. Attendees must avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during the meeting.

f. Actions of the SCC requiring a vote shall be conducted according to parliamentary procedures. Motions must be made and seconded only by voting members and, following discussion, the council members shall vote. In votes that are too close to call through a verbal vote, a roll call vote shall be taken.

Section 10. Officers shall be elected by the SCC at the first meeting each school year. The current Chair and Vice Chair shall serve through the summer months, assist the Principal with SCC elections, conduct the first meeting, and assist the new leadership in the transition, even if they no longer have a student at Draper Park Middle School.

a. Leadership positions include:

i. Principal: Works with the Chair and Vice Chair to create and post meeting agendas and provides support information for the duties of the SCC. The principal is responsible to see that the council receives annual training and the statutes governing school community councils as required by law.

ii. Chair: Conduct the meetings, with the Principal create and post the meeting agendas and other duties as outlined in Canyons District policy. Assure Web Manager gets updated minutes, agendas, and supporting documents to post to the school's website in accordance with state and district policy.

iii. Vice Chair: works with the Chair and conducts the meeting in the case of the Chair's absence. A Vice Chair is selected from either the parent or school employee group.

b. Positions invited by the Chair include:

i. Secretary (optional, but recommended): take notes and create the minutes of the meeting for approval by the SCC. The secretary may be an SCC member or ex-officio without voice or vote.

ii. PTSA Liaison (optional, but recommended): May be an elected parent member of the Council or an ex-officio non-voting member.

iii. Guests may share appropriate input on subjects that fall under the School Community Council purview. A patron may bring a topic to the SCC by contacting the Chair at least one week prior to the scheduled meeting and asking to be added to the agenda. The SCC may invite any person/group to make a presentation on issues pertinent to the role of the SCC. The SCC may vote to limit the amount of time given to any topic or speaker.

c. Positions invited by the Principal include:

i. Web Manager: May or may not attend meetings. Coordinates with SCC chair to post timely updates to website including agendas for each SCC meeting at least one week in advance of the meeting date, posts current minutes, rules and bylaws in coordination with Chair.

ii. Guests may advise on specific topics such as school safety, digital citizenship, student achievement, student behavior, school climate, or other issues relevant to the SCC.

Section 11. The items that are appropriate for discussion by School Community Councils include, but are not limited to:

a. Teacher and Student Success Plan.

i. Assistance in the development of the Staff Professional Development Plan.

b. School LAND Trust Plan.

i. Provide direction to determine the greatest academic need of the school for LAND Trust Plan expenditures.

c. School Safety Plan.

d. Digital Citizenship Plan.

e. Positive Behavior Plan.

f. School climate.

i. Advise and make recommendations regarding school programs and issues relating to the community environment for students.

g. Parent/School communication and involvement.

Section 12. Items not to be discussed by the School Community Council include:

a. Any personnel issues

b. Individual student information

Section 13. These bylaws shall only be amended by a majority vote of the School Community Council.

Section 14. These Bylaws shall be posted on the SCC page of the school website. Each SCC member shall read and agree to abide by the Bylaws as signified on their declaration of candidacy and at the beginning of each school year.

Approved by vote of Draper Park School Community Council: 11-17-2021