

**Provo School District  
School Community Council  
Board Approved March 11, 2003**

**Introduction**

The Provo School District Board of Education recognizes that parental participation is an essential component in school decision making. The Board of Education directs each school to establish and maintain a school community council for the purposes outlined in Utah Code 53A-1a-108. In general, community councils are formed to serve specific functions, namely the planning, development and implementation of school improvement and professional development plans for the purpose of increasing student achievement. In addition, the councils serve to advise and make recommendations to school and district administrators regarding other school and district programs. Nothing in this policy is meant to supercede the intent of Utah Code that authorizes school community councils.

**Roles of School Community Councils**

School Community Councils shall:

1. Develop a School Improvement Plan, also known as a Student Achievement Plan, as outlined by the Assistant Superintendent.
2. Develop a School Trustlands Plan that must be focused at the school's most critical need to improve student achievement.
3. Assist in the planning and implementation of staff development following district professional development guidelines.
4. Develop a child routing plan for safe travel to school.
5. Advise and make recommendations to the principal regarding school programs.
6. Develop at the elementary level a literacy plan to support reading achievement.

**Membership**

School community council members shall serve a 2-year term beginning July 1 of the calendar year. Initial terms shall be staggered so that no more than 50% of employee members and 50% of parent/guardian members stand for election in any one year. The principal is a permanent, non-elected voting member of the council.

Councils in high schools shall have six parent or guardian members, four employee members and the principal.

Councils in middle and elementary schools shall have four parent or guardian members, two employee members and the principal.

Council membership may be larger or smaller than designated above as long as the parent/guardian membership exceeds that of the employee and principal membership. The minimum size of the council is one employee, the principal and three parents and/or guardians.

## **Elections**

All elections shall be overseen by the principal who will follow election procedures as outlined in Utah Code 53A-1a-108(4)a-h. Written notice in a newsletter to parents and posting in the school of the (a) election date (b) qualifications for candidacy (c) filing period for candidacy and (d) the number of vacancies on the council shall be given at least two weeks prior to the elections.

The principal shall prepare a ballot with names of candidates ordered alphabetically by last name. Employee candidates shall be elected by employees of the school, and parent/guardian candidates shall be elected by parents of the school. In each case, the ballot shall declare the number of vacancies, list the candidates and allow each individual as many votes as there are vacancies. Votes shall be tallied by the principal, one employee representative and one parent/guardian representative as appointed by the council. In event of a tie for a position, the parent/guardian members of the standing council shall determine which candidate shall fill the parent/guardian vacancy, and the principal shall determine which candidate shall fill the employee vacancy. If a parent or guardian position remains unfilled after an election is held, the other parent and guardian members of the council shall appoint a parent or guardian who meets the qualifications for candidacy. If an employee position remains unfilled, the principal shall appoint the member from willing faculty members.

## **Officers and Decision Making**

At the first meeting of each council year, councils shall elect a chair and vice-chair, one position being held by an employee/principal and the other being held by a parent/guardian. It is expected that council leaders will work toward consensus with the council in their decisions. If consensus is not possible, a simple majority vote will pass the recommendations on to the school administration.

## **Subcommittees and Task Forces**

The school community council may create subcommittees or task forces to advise or make recommendations to the council or to assist in the work of the development of school plans. Members of the subcommittee may include employees and patrons outside of membership in the community council. Work completed by such committees is subject to approval by the community council.

## **Approval of School Plans**

School Improvement Plans will be annually submitted to the Assistant Superintendent, who will review them for completeness and release student achievement funding to the school. The Plans will then be forwarded to the Board of Education for review. School Trustlands Plans will be submitted as per Trustland guidelines and shall be approved by the Board of Education.

## **Attachment Utah Code: 53A-1a-108 School Community Council Authorization, Duties, Composition, Selection of Members**