

Local Unit Bylaws
September 2024
Pleasant Grove Junior High School Community Council

ARTICLE I: NAME

The name of this organization is Pleasant Grove Junior High School Community Council (PGJH SCC), PLEASANT GROVE, UTAH. It is a local School Community Council unit recognized by 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 Pleasant Grove Junior High School Community Council (PGJH SCC) is responsible for the School Improvement Plan (53A-1a-108(3) (a) (i).

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

Section 3. PGJH 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. PGJH 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 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. PGJH SCC will advise school administration of local school issues. (53A-1a-108(3)(v) Section 6. PGJH SCC may assume other tasks and responsibilities to their 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 PGJH SCC must include:

- a. The school principal. (53A-1a-108 (5)(a)
- b. At least three school employee members, including the principal. 53A-1a-108 (4)(b)(i) c. At least five parent or guardian members. 53A-1a-108 (4)(b)(i)
 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.

Section 2. The PGJH SCC may have more members. The number of parent members must exceed by two the number of school employees and employed parents, including the principal. (53A-1a-108(4) (a)Each school community council shall consist of school employee members and parent or guardian members according to this section.

(b) Except as provided in Subsection (4) (c) or (d):

(i) each school community council for a high school shall have six parent or guardian members and four parent or guardian members and two school employee members, including the principal; and (ii)Each school community council for a school other than a high school shall have at least four parent or guardian members and at least two school employee members, including the principal. (c) A school community council may determine the size of the school community council by a majority vote of a quorum of the school community council provided that:

(i)the membership includes two or more parent or guardian members than the number of school employee members; and (ii) there are at least two school employee members on the school community council. (d) (i) 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.

(ii) 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

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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.

ARTICLE V: DEFINITIONS

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

"Parent or guardian member" means a member of a school community council who is a parent or

guardian of a student who:

(A) is attending the school; or

(B) will be enrolled at the school at any time during the parent's or guardian's term of office. (ii) "Parent or guardian member" may not include an educator who is employed at the school. Section 2. "School employee member" means a member of a school community council who is a person employed at the school by the school or school district, including the principal. 53A-1a-108 (1)(b). These include:

a. Employee or staff of Pleasant Grove 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 any election held at the school by a majority vote of those voting at the election and serve a two-year term. 53A1a-108 (5)(b)(i) 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)

1. Parents with students currently enrolled at PGJH are eligible to vote in Fall elections. 2. Any potential candidate missing the filing window may declare themselves a write-in candidate up until 7 days prior to the election. A line then will be provided for write in on the ballot.

Section 3. Voting

An election for the parent or guardian members of a school community council shall be held near the beginning of the school year and completed before October 15 or held in the spring and completed before the last week of school.

(C) Each school shall establish a time period for the election of parent or guardian members of a school community council under Subsection (5) (b) (iv) (B) that is consistent for at least a four-year period.

The principal of the school, or the principal's designee, 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 held under Subsections (5)(a) and (5)(b).

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(ii) The notice shall include:

(A) the dates and times of the elections;

(B) a list of council positions that are up for election; and

(C) instructions for becoming a candidate for a community council position.

If the number of candidates who file for a parent or guardian position or school employee position on a School community council is less than or equal to the number of open positions, an election is not required.

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a. "Secure ballot box" means a closed container prepared by the school for the deposits of secret ballots for community council elections. (R277-491-1(L) A secure ballot box will be available in the main PGJH office.

b. All parents of current PGJH students are eligible to vote and must vote in person. c. Voting will occur during a full week in August of each school year and results tabulated. d. A simple majority will determine the election.

Section 4. The PGJH Community Council Chair shall provide notice of the available community council positions to school employees, parent, and guardians a minimum of 10 days before voting commences. (53A-1a-108 (c) (i) and (R277-491-4 B)

a. The notice shall include dates and times of elections, a list of council positions open, and 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. Section 5. Ballots and voting are required only in the event of a school community council contested race. (R277-491-3(E)

Section 6. 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 shall appoint a school employee to fill the position.
- c. 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 7. Terms of office 3A-1a 108 (5) (g) and (R277-491-6)

- a. The term of office shall be Sept. 1 through Aug. 30; each term shall be two years.

The principal shall enter the names of the council members on the School LAND Trust website on or before November 15 each year, pursuant to Section 53A-1a-108.1.

ARTICLE VII: OFFICERS

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

- a. PGJH SCC members shall elect a Chair and Vice-Chair from its parent or guardian members.
- b. A principal may not serve as Chair or Vice-Chair of the SCC. (R277-491-4A)
- c. The school community council shall annually elect at the council's first meeting a chair and vice chair in accordance with Subsection 53G-7-1202(5)(j).

Section 2. Election of Officers – Terms

- a. Chair and Vice-Chair will be elected at the first meeting in the fall of the current school year.
- b. An officer elected by PGJH SCC members may be removed from office for cause by a vote of two-thirds. (53A-3-201)
- c. When a vacancy occurs in the office of Chair or Vice-Chair, a replacement shall be elected for the unexpired term. (53A-3-201)

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

- a. Advise or make recommendations to the council.
- b. Develop all or part of a School Improvement Plan.
- c. PGJH 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 Chair shall:

- a. Preside at all meetings of this PGJH SCC.
- b. Coordinate the work of the officers and representatives of the PGJH SCC.
- c. Attend district meetings as invited.

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Section 2. The Vice-Chair shall:

- a. Serve in the absence of the Chair.
- b. Support and work closely with the Chair and committee members.

Section 3. Parent members shall participate fully in various school plans described in Section 53A-1a 108(3) including, at a minimum (R277-491-5 C):

- a. School Improvement Plan
- b. School LAND Trust Plan
- c. Assisting in Professional Development Plans and Opportunities

ARTICLE IX: PGJH SCC MEETINGS

Section 1. PGJH SCC meetings are open to the public. (52-4-103)(7) and (52-4-201)(1) a. Visitors may give public comment with a limit of 5 minutes during PGJH SCC meetings. Any additional comments may be given to a PGJH SCC member via email or phone and will be shared with all council members. The council will not comment during the public comment period.

b. The PGJH 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. PGJH SCC meeting agendas are posted on the school website at least 24 hrs. in advance. Minutes posted will include the date, time, location, those in attendance, record of votes, and the substance of the last meeting. (53A-1a-108(8) and R277-491-4(7))

Section 3. A simple majority is required to take action. (52-4-103(4) and (9))

Section 4. The PGJH SCC and school administration provides the following schedules and reports on the school website:

- a. A yearly meeting schedule (within two weeks of the school year)
- b. Meeting agendas and minutes.

ARTICLE X: FISCAL

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

ARTICLE XI: AMENDMENTS

Section 1. These bylaws may be amended at a PGJH SCC meeting provided the notice of the proposed amendments have been given at least 30 days prior to the meeting at which the amendments are voted on and the proposed amendment passes by a simple majority of the members present.

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Approved this Date: October, 26, 2021

Witnessed by current PGJH SCC members

PGJH SCC By-laws have been written with the guidance of the State of Utah School LANDS Trust Organization.

References:

In parenthesis, 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.