

INTRODUCTION TO SCHOOL COMMUNITY COUNCILS

Natalie Gordon
Utah State Board of Education
School Trust Specialist
Fall 2019



THE PURPOSE OF SCHOOL COMMUNITY COUNCILS

To build consistent, effective collaboration and communication among parents, employees and administrators

Provide a forum for parents to be actively involved with the school in their children's education

To identify academic needs and implement interventions that will measurably improve student performance



COUNCIL MEMBERS ARE ELECTED

Principal serves and is not elected; is the only appointed member.

School employee members must be employed at the school. Elected by school employees.

Parent/guardian members have children at the school at least one of the two years of the term. They may not hold an educator license AND work at the school. Elected by parent/guardians.



COUNCIL MEMBERSHIP

- ❖ Principal and at least one school employee

- ❖ Parent/guardian members

Must have at least 2 parent majority

- ❖ Size is determined by the council

Stated in Rules of Order and Procedure (required)

- ❖ Member terms are 2 years

- ❖ Terms are staggered



PLANNING THE ELECTION

PUT THE PROCESS IN RULES OF ORDER

When?

The district sets the election schedule:

Spring and completed before the last week of the school year

OR near the beginning of the school year.

The time of the election must be consistent for at least four consecutive years.

Where?

At the school

Electronic elections are permissible when districts establish the process



HOLDING THE ELECTION

Notice at least 10 days prior to the election

- ❖ Dates and times with location
- ❖ Open positions and how to file

Secret ballot

Principal oversees

Results available on request



AFTER THE ELECTIONS

Fill unfilled positions

- School employees on the council fill school employee positions
- Parent/guardians on the council fill parent positions

The entire council elects their officers each year

- Chair is elected from parent members
- Vice-chair may be a parent or employee
- Principals don't serve as officers



Be
effective
and
efficient

Elect the chair

An effective chair:

- Sets the agenda
- Conducts the meeting
- Uses a yearly timeline
- Brings Rules of Order and Procedure for review and adoption
- Uses the council – delegates





**Mandatory
Data Review
to Identify
Critical
Academic
Needs**

**Consult with
Principal on
Teacher and
Student
Success Plan**

**Prepare and
Implement
School LAND
Trust Plan**

**Digital
Citizenship
and School
Safety**

COUNCIL RESPONSIBILITIES



Mandatory Data Review to Identify Critical Academic Needs

School Year
2017/2018 ▼

District
Davis District ▼

School
Davis High ▼

Location
Utah ▼

Comparison of Davis High to Similar Schools

How are similar schools identified?

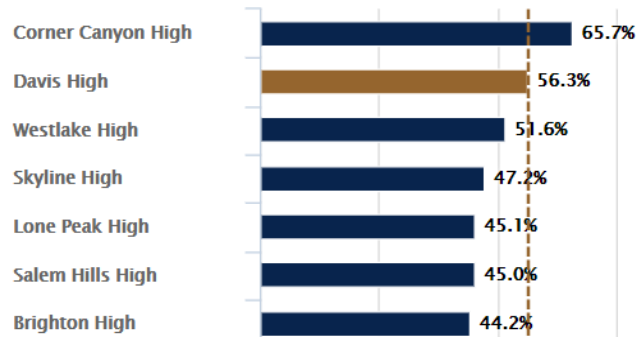
Showing up to 20 schools within Utah that are similar to Davis High

Language Arts

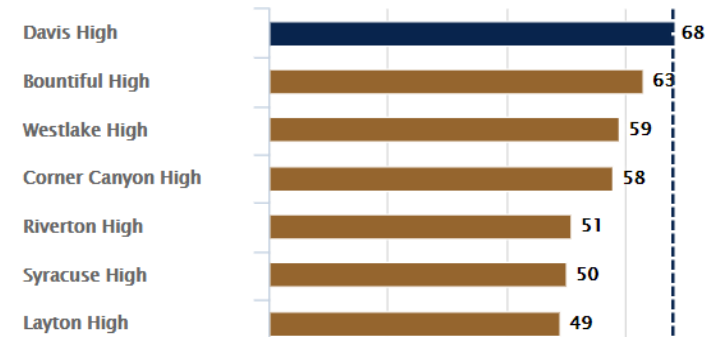
Mathematics

Science

Mathematics % Proficient, 2018



Mathematics MGP, 2018



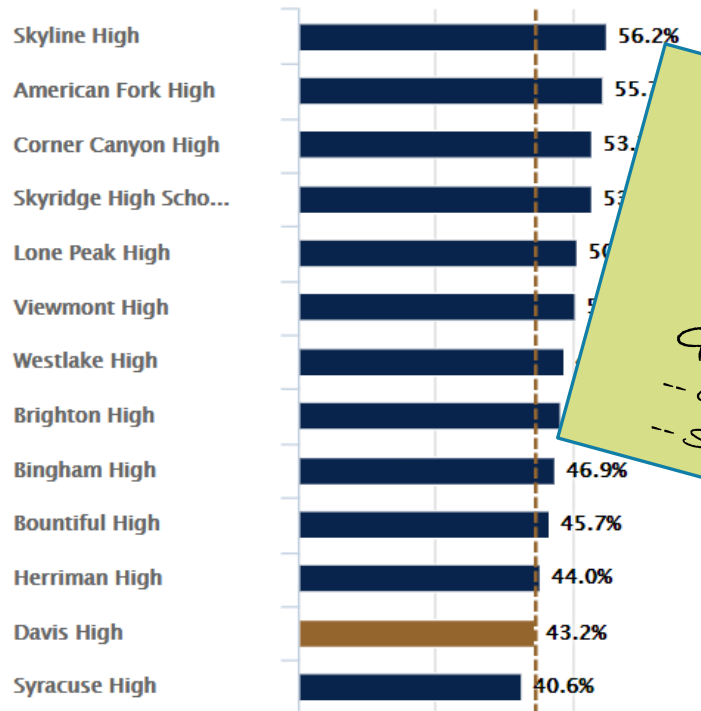
Mandatory Data Review to Identify Critical Academic Needs

Language Arts

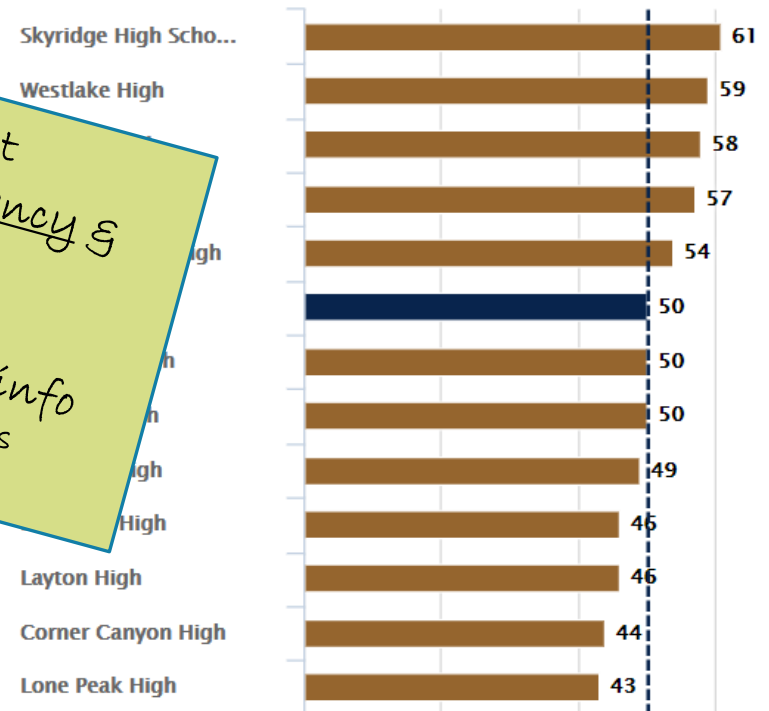
Mathematics

Science

Language Arts % Proficient, 2018



Language Arts MGP, 2018



Look at
Proficiency &
Growth

Get more info
-- Grade levels
-- Subgroups



Consult with Principal on Teacher and Student Success Plan

Enrolled Copy

S.B. 149

1
2
3
4
5
6
7
8
9

TEACHER AND STUDENT SUCCESS PLAN

2019 GENERAL SESSION

SENATE

LONG

General

Topic

A principal shall solicit input on developing a success plan from the School Community Council, school-level educators, parents of students at the school, and school-level administrators

Success Program.



Prepare and Implement School LAND Trust Plan

R277-477-4

Parents, teachers and the principal, in collaboration with (the local board) shall review school-wide assessment data annually and use School LAND Trust Program funds in data-driven and evidence-based ways to improve educational outcomes...

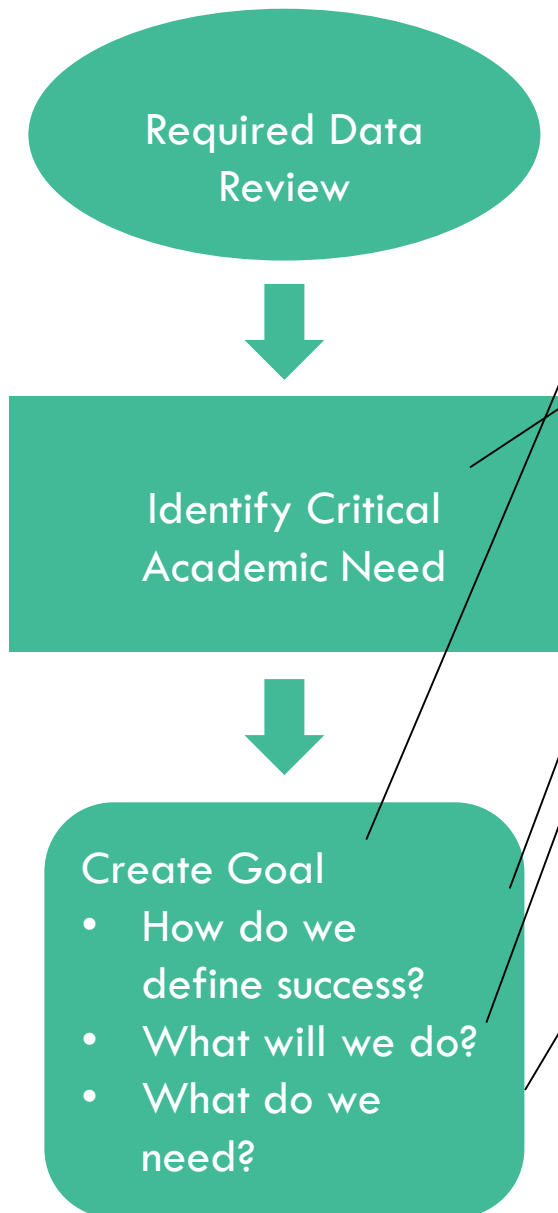
Including:

Strategies that are *measurable* and show *academic outcomes* with multi-tiered systems of support; and

Counselors and educators working with students and families on *academic and behavioral* issues when a *direct impact on academic achievement* can be measured.

Expenditures are required to have a *direct impact on the instruction of students* in the school's areas of most critical academic need.





Goal #2

Goal

Students will show 5% growth on end of year summative mathematics assessments.

Academic Areas

- Mathematics

Measurements

We will utilize end of year mathematics assessment data to plan for at least 5% growth from the previous year as measured by the RISE test.

Action Plan Steps

1. Teachers will be responsible for studying and analyzing their benchmark and MGP data for each student in collaboration meetings. The principal and SPED team will augment additional concerns and needs.
2. Collaboration times during the year will be set aside for teacher planning which will require expenditures for substitutes.
3. On site training will be provided for Go Math testing analysis as well as District Benchmark testing analysis.
4. An after school Robotics program to address our enhanced learners STEM needs will continue culminating with a multi-district competition in May. Teachers will be paid a stipend.

Expenditures

| Category | Description | Estimated Cost |
|--|---|----------------|
| Salaries and Employee Benefits (100 and 200) | We will pay for substitute teachers and may provide paraeducator support to focus on STEM programming at our school while teachers collaborate on math goals. We will also pay teachers a stipend for the after-school Robotics team. | \$14,000 |
| General Supplies (610) | Robotics and/or STEM equipment | \$2,056 |
| Total: | | \$16,056 |



Digital Citizenship and School Safety

A best practice is to combine the discussions:

District provides information/report on digital citizenship and school safety

Is annual student training on digital citizenship adequate, or is there something we should address?

Do parents have adequate training available to them?

Discuss what the council can do within their purview to implement safety principle(s) in the school?

Create and implement a plan.



Digital Citizenship and School Safety

Ask administrators, counselors and school employees – What are your greatest concerns?

Are current requirements in the law being implemented? Could councils implement or support:

- School Facility Emergency and Safety *Board Rule R277-400*
- Suicide Prevention – Parent Education *Utah Code 53G-9-703*
- Policies for Electronic Devices in Public Schools *Board Rule R277-495-3*
- School Climate Survey to assess stakeholder perception *Board Rule 53G-8-802*

How could councils help resolve concerns identified in the report, by school personnel and parents?



ADDITIONAL COUNCIL RESPONSIBILITIES

- Advise and make recommendations to school and district administrators and local school board
- Respond to local board requests
- Provide notice of elections and meetings
- Website Requirements





SCHOOL WEBSITE

One Week Before the Meeting

Notice of Time/Place/Date of the meeting

Meeting agenda (with action items identified)

Draft minutes of the previous meeting

Parents and other members of the public are encouraged to attend our meetings!
Our first meeting will be on Sept. 12th at 6pm in the Old Mill Community Room.
 Agenda 09 12 19
 May 2019 Minutes Community Council



SCHOOL WEBSITE

Before October 20th

Member names and contact information

Proposed meeting schedule for the year

Summary of/PDF of Final Report for prior year

Final Report 2018-2019

For the 2017-2018 we received approximately \$44,000. The Community Council voted unanimously to use the money to hire a full time elementary reading interventionist, purchase a reading intervention kit that will help the newly hired interventionist improve reading outcomes for our students, and purchase additional library books for the high school library. It is important to note that we have hired an interventionist and the kit is here in the school and being used daily. We also have begun ordering library books for the high school.

During the 2018-2019 school year we received \$49,529 from School Trust Lands. Our Community Council met in March of 2018 and we voted to use the money to purchase a half time Reading Interventionist to support our targeted reading goals in our school's reading center. We had approximately a \$2,000 roll-over from our allotted projected budget. We plan to use that money to possibly replace some technology equipment pending the council's approval. The board approved the funding of a half-time teacher

SCHOOL WEBSITE

Always Required

Approved minutes for the current year

Teacher and Student Success Plan

Opportunities for Parents to participate a
program funds

OPPORTUNITIES PROVIDED FOR PARENTS:

Our Community Council is an organized group of parents and teachers who meet monthly to discuss the Trustlands Fund, the School Improvement Plan, as well as the successes and needs of the school.

Dollar amount re Do you want to have a voice and help improve your child's school? Do you want to influence and have a vote in how thousands of dollars of School LAND Trust Funds are spent at your child's school? Do you want to know how they are doing and what needs to improve? At the beginning of each school year parent seats are elected and you are invited to apply at the Tooee Jr. High School Office.

Rules of Order c Your student will know that education is important to you when you get involved.
You will have input into programs and policies and expenditures at TJHS.
You will have a new insight into the education process.

All parents are encouraged to attend Community Council meetings.

[Community Council Fall Training](#)

Rules of Order and Procedure

This TEMPLATE was developed at the request of schools and districts to assist School Community Councils and elected

The template should

lable to all council
in the main office. The

agenda will include the date, time and location of the meeting. (required)

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. (required)

The council will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner. (best practice – example on www.SchoolLANDTrust.org/timelinesdue-date/)

The council consists of the principal, [] school employee(s) who is/are elected in even years, [] school employee(s) who is/are elected in odd years, and [] parent members, half of whom are elected in even years and



Appropriate Expenditures

Behavioral Interventions

- Can be included in an academic goal
- No longer a limit of \$5,000/20%

Character/Civic Ed and Leadership Development

- \$7,000 Limit
- Must be part of an academic goal



Carryover

- ❖ Carryover greater than 10% must be explained
- ❖ Carryover greater than 20% for two or more years indicates that a school is not implementing the plan as approved – corrective action may be necessary
- ❖ Avoid carryover by regularly reviewing the budget and expenditures
- ❖ Amend the plan if needed



SCHOOL LAND TRUST PLANS MAY BE AMENDED

An amendment is needed if:

- ❖ A funding category is added to a goal
- ❖ A new goal is added
- ❖ Mid-year you have not spent the money as planned and cannot/will not
- ❖ If the council decides not to implement a goal



An amendment is NOT needed if:

- ❖ Items are listed in the “if there is more money” question of approved plan
- ❖ If you are going to spend more money on what was approved (same financial category & same goal)



Increase Parent Involvement

- ❖ SchoolLANDTrust.org - ideas to welcome parents
- ❖ Offer recruitment documents in Spanish
- ❖ Have a PTA/PTO liaison
- ❖ Use parental expertise on subcommittees & task forces
- ❖ Seek representation of minority families
- ❖ Parent/Family component in the plans



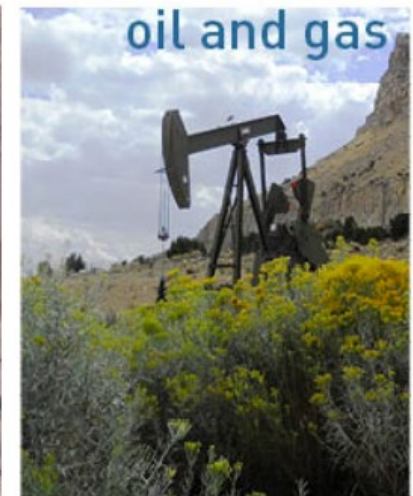
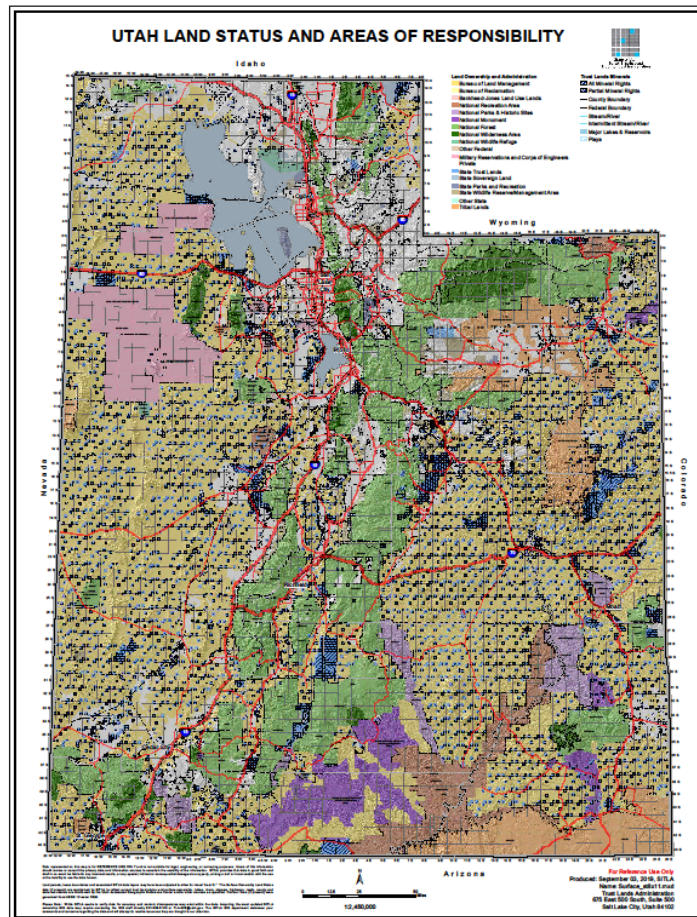
ANOTHER PURPOSE OF SCHOOL COMMUNITY COUNCILS

To increase knowledge and oversight of:

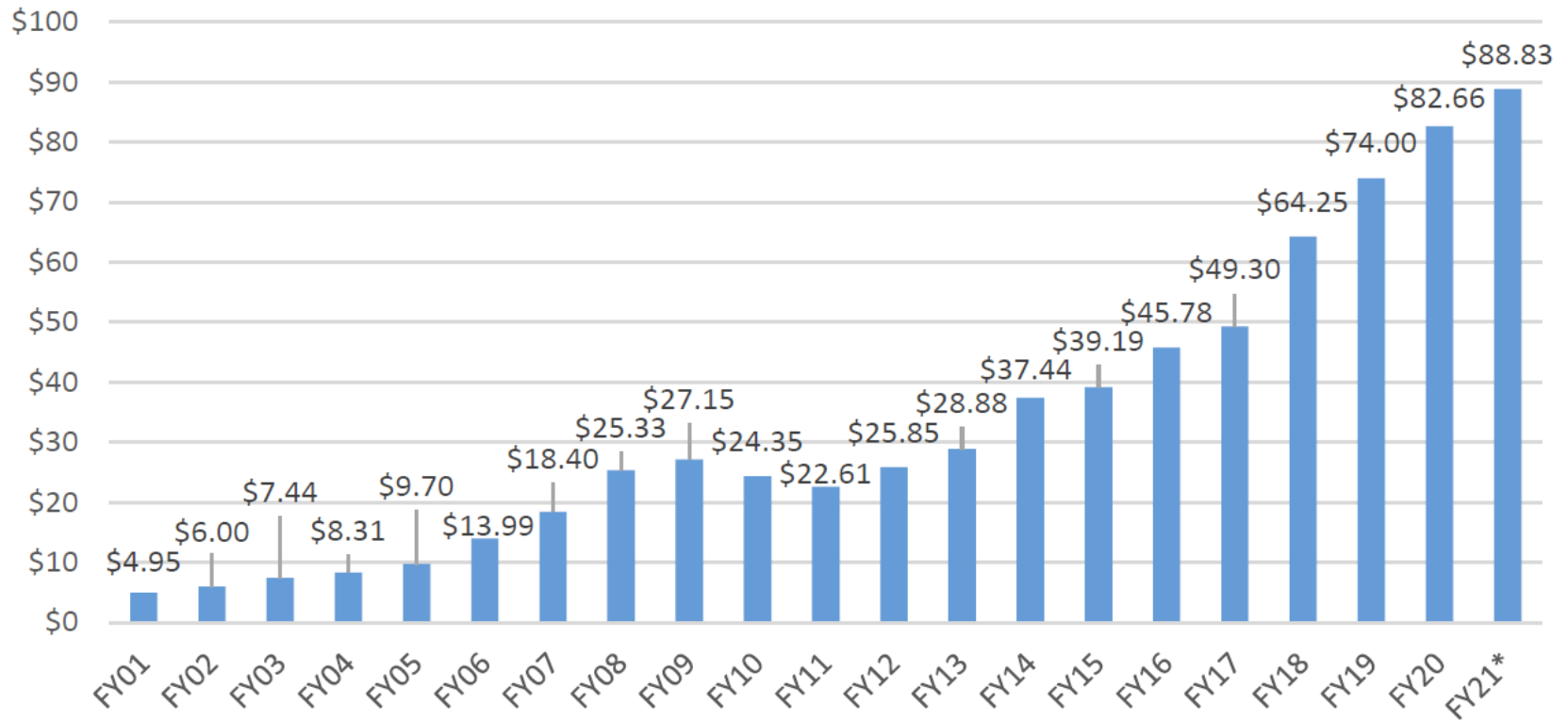
- ❖ School trust lands
- ❖ The permanent State School Fund
and
- ❖ The trustees that manage the land
and funds for the beneficiary



SCHOOL TRUST LANDS



Annual Statewide Distribution in Millions of Dollars



DISTRIBUTION FROM THE PERMANENT STATE SCHOOL FUND



THE TRUSTEES THAT MANAGE THE LAND AND FUND

SITLA



SITFO





WWW.SCHOOLLANDTRUST.ORG

Natalie.Gordon@Schools.Utah.Gov

801-538-7533

Paula.Plant@Schools.Utah.Gov

801-538-7555

Karen.Rupp@Schools.Utah.Gov

801-538-7764

