

## **Parent Involvement Council Bylaws**

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### **A. Legal Authority/Requirement**

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| • UCA 53G-5-405  | Statutory Provisions Not Applicable Charters |
| • UCA 53F-2-404  | School LAND Trust Program                    |
| • UCA 53G-7-1203 | Community Council Open Meetings Requirements |
| • UCA 53G-7-1202 | School Community Councils                    |
| • UCA 53G-7-1204 | School Improvement Plan                      |
| • UCA 53G-7-1205 | Charter School Trust Land Councils           |
| • R277-491       | School Community Councils                    |

### **B. Philosophy/Purpose**

1. As a charter school, InTech Collegiate is exempt from 53G-7-1202 and 53G-7-1204 (and therefore also exempt from any related provisions of R277-491).
2. InTech Collegiate does receive School Land Trust monies and therefore has established a Parent Involvement Council to serve similar functions to -- but avoid confusion with "Community Councils".
3. The Parent Involvement Council's purpose is to:
  - a. Involve parents or guardians of students in decision making at the school level;
  - b. Improve the education of students;
  - c. Prudently expend School LAND Trust Program money;
  - d. Increase public awareness of:
    - i. School trust lands and related policies;
    - ii. Management of the State School Fund
    - iii. Educational excellence.

### **C. InTech Governing Board Oversight**

1. InTech Parent Involvement Council is subject to InTech Governing Board oversight.
  - a. The Governing Board, through the Executive Director or other designee, shall ensure that all Council members receive annual training about their specific responsibilities and about the legal requirements related to the Council.
  - b. The Council operates as a committee of the InTech Governing Board.
  - c. The Governing Board may ask the Council to address issues or make recommendations on any issue not otherwise precluded by law or policy.

#### **D. Duties of the Parent Involvement Council**

1. Develop a School Trust Land Plan
2. Act as the Title I Parent Involvement Committee
3. Act as the School Safety Committee
4. Act as the Library Materials Review Committee
5. Advise and make recommendations to school administrators and the Governing Board regarding the school and its programs and other issues relating to the school environment.

#### **E. Composition and Selection of the Parent Involvement Council**

1. The InTech Parent Involvement Council shall consist of the following members:
  - a. Two (2) school employee members
    - i. The school principal
    - ii. An additional school employee
  - b. Four (4) parent members (who are not employed by InTech)
    - i. May be parents, guardians, or grandparents.
  - c. Additional number of and type of members
    - i. as determined by the Parent Involvement Council and the Governing Board
    - ii. Provided that there are always two more non-employee parent members than the number of all other members.
2. Selection of Members
  - a. The principal shall serve as member of the council.
  - b. Other school employee member(s) shall be elected by secret ballot by a majority vote of the school employees and serve a two-year term.
  - c. A parent member shall be elected by secret ballot at an election by a majority vote of parents and serve a two-year term.

#### **F. Parent Involvement Council Member Election Rules**

1. Parent elections shall occur at the school during fall parent-teacher-student conference.
  - a. This time period for the election must remain consistent for at least four years.
  - b. Starting in the fall of 2014.
2. Only parents of students attending InTech may vote for parent members.

3. Any parents of a then current InTech student may file for candidacy.
4. The principal, or designee, shall provide notice of the available council positions to school employees and parents at least 10 days before the date that voting commences. The notice shall include:
  - a. The dates and times of the elections
  - b. A list of council positions that are up for election.
  - c. Instructions for becoming a candidate.
5. The principal, or designee, shall oversee the elections, ensuring:
  - a. Ballots are cast in a secure ballot box.
  - b. Results of the elections shall be made available to the public upon request.
6. If the number of candidates who file for a position is less than or equal to the number of open positions, an election is not required.
7. If a required employee position remains unfilled, employee member(s) of the Council may make appointment(s) to fill the vacancies for the two-year term.
8. If a required parent position remains unfilled after an election, parent member(s) of the Council may make appointment(s) to fill the vacancies for the two-year term.
9. Terms shall be staggered so that approximately half of the council members stand for election each year.
10. Parent Involvement Council members may serve successive terms provided the member continues to be a parent of a student then enrolled at the school or is a school employee.

#### **G. Officers and Duties**

1. A parent member shall serve as Council Chair.
2. Except for the principal, any member of the Council may serve as vice-chair.
3. The school principal shall ensure that are met for each of the following programs:
  - a. Trust Land
  - b. Title I Parental Involvement
4. The Governing Board Chair shall ensure that the members of the Governing Board are provided with annual training on the requirements of Trust Land program related law.

#### **H. Development of the Trust Land Plan**

1. The Parent Involvement Council shall create Trust Land Plan which shall include:
  - a. the school's identified most critical academic needs;
  - b. a recommended course of action to meet the identified academic needs;

- c. a listing of any programs, practices, materials, or equipment which the school will need to implement the plan to have a direct impact on the instruction of students and result in measurable increased student performance; and
  - d. how the school intends to spend its allocation of Trust Land funds to enhance or improve academic excellence at the school.
2. A Trust Land Plan is approved for recommendation to the Governing Board upon a majority vote of a Council quorum in a meeting convened in an open, public meeting.
3. The Trust Land Plan will then be submitted to the InTech Collegiate Governing Board for Approval.
4. The Trust Land Plan will then be submitted to the Cache County School District Board for Approval.
5. If the Governing Board or CCSD Board disapproves a Trust Land Plan, the disapproving board shall provide a written explanation of why the plan was disapproved and request the Parent Involvement Council to revise the plan.
6. The Council shall submit a revised plan to the Governing Board for approval, if necessary.
7. The Council shall post its approved Trust Land Plan on the School LAND Trust Program website; and include with the plan a report noting the number of council members who voted for or against the approval of the plan and the number of members who were absent for the vote.

#### **I. Public Meeting Requirements**

1. The Governing Board shall provide training for the members of the Parental Involvement Council regarding Public Meeting requirements.
2. When meeting, the Parent Involvement Council
  - a. shall conduct deliberations and take action openly.
  - b. shall hold all meetings open to the public.
  - c. shall not close any portion of a meeting.
  - d. is exempt from Title 52, Chapter 4, Open and Public Meetings Act
  - e. shall post the following on the school's website **at least one week prior** to a meeting:
    - i. notice of the meeting, time, and place;
    - ii. an agenda for the meeting; and
    - iii. the minutes of the previous meeting.
3. **On or before October 20**, the principal shall post the following information on the school website and in the school office:
  - iv. the proposed council meeting schedule for the year;

- v. a telephone number or email address, or both, where each council member can be reached directly; and
  - vi. a summary of the annual report on how the school's School LAND Trust Program money was used to enhance or improve academic excellence at the school and implement a component of the school's improvement plan.
- 4. The Parent Involvement Council shall identify and use methods of providing Trust Land Program related notices/disclosures to parents who do not have Internet access.
- 5. Money allocated to a school under the LAND Trust Program may not be used to fund any required notice.
- 6. Emergency Meetings
  - a. The one-week notice of meeting requirement may be disregarded if:
    - i. because of unforeseen circumstances it is necessary for the council to hold an emergency meeting to consider matters of an emergency or urgent nature; and
    - ii. the council gives the best notice practicable of the time and place of the emergency meeting; and the topics to be considered at the emergency meeting.
    - iii. an attempt has been made to notify all the members of the council; and
    - iv. a majority of the members of the council approve the meeting.
- 7. Council Meeting Agendas
  - a. Shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting.
  - b. Each topic to be considered shall be listed under an agenda item on the meeting agenda.
  - c. A council may not take final action on a topic in a meeting unless the topic is:
    - i. listed under an agenda item and
    - ii. included with the advance public notice required
- 8. Council Meeting Minutes
  - a. Written minutes shall be kept of a Council meeting, and shall include:
    - i. the date, time, and place of the meeting;
    - ii. the names of members present and absent;
    - iii. a brief statement of the matters proposed, discussed, or decided;
    - iv. a record, by individual member, of each vote taken;
    - v. the name of each person who:
      - a) is not a member of the council; and

- b) after being recognized by the chair, provided testimony or comments to the council;
      - c) the substance, in brief, of the testimony or comments provided by the public.
    - vi. any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.
  - b. The written minutes of a Council meeting
    - i. are a public record under Title 63G, Chapter 2, Government Records Access and Management Act; and
    - ii. shall be retained for three years.
9. Council Meeting Rules of Order and Procedure
- a. The Council shall adopt rules of order and procedure to govern a public meeting of the Council;
  - b. The Council shall conduct a public meeting in accordance with the rules of order and procedure.
  - c. The Council shall make the rules of order and procedure available to the public.
    - i. at each public meeting of the Council; and
    - ii. on the school's website.

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## Document History

28 Sept 2023	Adds grandparents as "parent" members, adds duties of Safety Committee and Library Review Committee
23 Oct 2014	Policy replaces all previous "Community Council" and "Trust Land Committee" policies.