**Date:** 9/9/25 **Time:**4:00 pm **Location:** Media Center

**Members in Attendance:**

**Visitors in Attendance:**

**Agenda Items:**

1. Welcome and call meeting to order
2. Approval of minutes from our last meeting:
3. Elect Chair and Vice Chair
4. Appoint a secretary who will take notes (may be elected or non-voting member of SCC)
5. Review rules of order and procedure or Bylaws
   1. Discuss and approve updates to SCC Bylaws about elections procedures and timelines (see the full document with proposed changes in red below)
   2. Review SCC open meeting requirements; no SCC meeting may be a closed meeting.
6. Appoint a parent to fill the vacant spot for odd year elections on SCC.
7. Set meeting schedule for the year and post on website
8. Review last year’s LAND Trust plan, whether goals were met, how money was spent.
   1. May write a preliminary final report.
9. Review current year’s plans: LAND Trust, TSSP, Safe Walking Routes, Positive Behavior Plan, School Safety and Digital Citizenship
   1. Discuss and approve change of .5 teacher position to 3 part-time kindergarten aides
10. Receive School Safety report and Digital Citizenship report from district and begin discussion
11. Begin writing School Safety Plan, Digital Citizenship and Safe Walking Routes (only elementary and middle) plans = Due November 1
12. Invite all members to attend district SCC training:
    1. SCC 101 online at <https://www.canyonsdistrict.org/scc/training/> for those new to serving on the SCCs
    2. The SCC Trainings for the 2025-26 school year will be (This is for all SCC members, including those who watch SCC 101):
       1. Sept. 9: 9 a.m. or 6 p.m.
       2. October 1: 9 a.m. or 6 p.m.
       3. October 2: 10 a.m. or 6 p.m.
13. Closing

**Upcoming Meetings:**

Updated SCC Bylaws for CVE - Summer 2025 - Updates/changes are in red below

**Article I – Name**

Canyon View Elementary School Community Council (SCC)

**Article II – Laws**

All Utah School Community Councils function under the following laws and statutes:

**Utah Code Ann.**

* §52-4-1, et seq.
* §53A-1a-108
* §53A-1a-108.5
* §53A-16-101.5
* §53A-1-606.5
* §53A-3-402
* §3A-3-701
* §53A-6-101
* §53A-6-104

**Utah Administrative Code**

* Title 52; Chapter 04 – Open and Public Meetings Act
* R277-477-1, et seq.
* R277-491-1, et seq.

**Canyons School District Policy**

* Section: K-School Community-Home Relations; School Community Councils; File No.KCE

**Article III – Standing Rules**

* If for some reason a member cannot attend a scheduled meeting, notification should be given to the vice chair prior to the meeting.
* If an SCC member misses three meetings during a given school year they will be invited to provide a written resignation and the respective group (parent or employee) will appoint a replacement.  If alternate members were selected, their appointment to the vacated seat will be ratified by the SCC.
* If no alternates are available to serve, the SCC may seek out parents or school employees to be appointed.
* A quorum is defined as a majority of members with the stipulation that the majority must follow the legal composition of the council and have at minimum, one more parent member than employee member present to vote.
* School Community Council will meet at least four times throughout the year between August and May.  The majority of the council must approve of canceling and/or calling additional meetings.
* Subcommittees may be established or dissolved by a majority vote of the council.  Parent members may serve on one or more sub-committees.
* Each subcommittee will be chaired or co-chaired by at least one elected school community council member, which will report regularly to the SCC on the committee’s progress.
* Additional community members, both employee and parent, that are not elected SCC members may serve on any subcommittee with the approval of the SCC.
* Other subcommittees will be created or discontinued as needed.  Please see supplementary information for details of current subcommittees.
* All meetings will be conducted using Robert’s Rules of Order.
* Meetings will begin on time, use time wisely and finish on time, and stay focused on the agenda.
* A speaker must be recognized by the Chair before addressing the group.
* Members and guests will come prepared to participate and avoid side conversations during the meeting.
* Respect for others in verbal and non-verbal communications will be shown at all times.
* Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during meetings.
* SCC members will receive training on the basic elements and procedures of Robert’s Rules of Order.
* Officers will be elected by the SCC at the first meeting each school year.  The current Chair will serve through the summer months, assist with SCC elections, conduct the first meeting and assist the new leadership in the transition even if they no longer have a student at Canyon View.  
  Leadership positions include:
  + Chair: creates agendas and conducts the meetings.  Other duties as outlined in Canyons District policy.
  + Vice-Chair:  works with the Chair and conducts the meeting in the case of the Chair’s absence.
  + Secretary:  Takes notes at the meeting and creates the minutes for approval by the SCC.  Is also responsible for recording the meeting according to the Open Meeting regulations.
* PTA Liaison:  May be an elected parent member of the committee, or an ex-officio non-voting member.
* Guest may share appropriate input on subjects that fall under the SCC 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 items that are appropriate for discussion by School Community Councils include, but not limited to:  A) School improvement Plan.  B) School LAND Trust Plan. C)  Assistance in the development of the Staff Professional Development Plan.  D)  Academic needs of the school, with the direction to determine the greatest academic need of the school for LAND Trust Plan expenditures  E)  Advise and make recommendations regarding school programs and issues relating to the community environment for students.  F)  Parent/School communication and involvement.  Items not to be discussed by the School Community Council include:  A) Any personnel issues,  B) individual student information.
* These Bylaws will be posted on the SCC page of the school website.  Each SCC member will read and agree to abide by the Bylaws as signified on their declaration of candidacy and at the beginning of each school year.
* The number of School Community Council members will be limited to 9 parent representatives and 7 school employee members.
* There must be fewer parents, who are licensed district employees (not employed at the school), than parents who are not licensed district employees.
* There are 5 open parent seats in odd years and 4 open parent seats in even years.
* There are 4 open employee seats in odd years and 3 open employee seats in even years.
* Elections will be held in the spring before the last SCC meeting of the year.  The principal (or designee) will provide notice of an election that includes the dates and times of the election with the positions up for election along with instructions for becoming a candidate.  The notice will be provided at least ten days in advance of the election.
* An uncontested race (no more candidates apply than there are open seats) does not require ballots or voting.
* Voting in an election is required if more candidates apply than there are open seats.  Only parents of students at the school are eligible to vote for the parent positions at the election.
* Only employees at the school are eligible to vote for the employee positions (except the principal) at the election.
* When voting is required, elections will take place by secret ballot by a majority vote of parents voting in the election and each school employee being elected by secret ballot by a majority vote of the school employees.
* If there are vacant positions on the council after the elections, parents on the committee appoint parent members and the employee members appoint employee members.
* If there are more candidates than available seats, two alternates will be selected from the remaining candidates in the order of the number of votes received.  They will be appointed as voting members of the council if a seat is vacated prior to the next election.