

**Parley's Park Elementary School**  
 School Community Council By-laws  
 2022-2023

Position	Last Name	First Name	Email/Phone	Term	Role/Office	Officer
Voting Member	Bartlett	Iris	<a href="mailto:iris_bartlett@ymail.com">iris_bartlett@ymail.com</a>	2022-2024	Parent	
Voting Member	Demers	Joe	<a href="mailto:jdemers@pschools.us">jdemers@pschools.us</a>	2021-2023	Staff	
Principal	Howe	Kim	<a href="mailto:khowe@pcschools.us">khowe@pcschools.us</a>	Permanent	Principal	
Voting Member	Molchan	Tony	<a href="mailto:Tony.molchan@abbvie.com">Tony.molchan@abbvie.com</a>	2022-2024	Parent	Treasurer
Voting Member	Perkins	Tricia	<a href="mailto:tperkins@pcschools.us">tperkins@pcschools.us</a>	2021-2023	Staff	
Voting Member	West	Amanda	<a href="mailto:awest@pcschools.us">awest@pcschools.us</a>	2022-2024	Staff	
Voting Member	Bost	Jess	<a href="mailto:jessbost@gmail.com">jessbost@gmail.com</a>	2022-2024	Parent	
Voting Member	Choe	Mira	<a href="mailto:mira8choe@yahoo.com">mira8choe@yahoo.com</a>	2021-2023	Parent	Secretary
Voting Member	Velardo	Emily	<a href="mailto:emilyvelardo@gmail.com">emilyvelardo@gmail.com</a>	2021-2023	Parent	Vice President
Voting Member	Eschenfelder	Christine	<a href="mailto:ChristineInPC@gmail.com">ChristineInPC@gmail.com</a>	2021-2023	Parent	President

I. Purpose:

These bylaws guide the work of the Parley's Park Elementary School Community Council. The School Community Council is responsible for the development of a long-range / strategic school improvement plan, the School Trust Lands Program, and the Interventions for Student Success Plan. The plan encompasses one year and is focused primarily on setting, monitoring, and assessing goals in those areas to improve student performance.

II. Authorization:

ICA 53A-1a-104, UCA 53A-1a-106, UCA 53A-1a-108, OCA 53A-1a-108.5, UCA 53A-1a-109, UCA 53A-16101.5, UCA 53a-3-402, CSa 53A1-606.5, UCA 53A-17a-12.35

III. The PPES School Community Council will consist of:

- A. A minimum of one employee in addition to the principal. Nominations will be made at the beginning of each new school year. Elections will follow in September. The staff and faculty will elect members. Ballots will be distributed and collected in the school office. Each will serve two years, with no more than 50% of the SCC membership

changing in one year. No more than three consecutive terms are allowed.

- B. A minimum of four parents. Nominations will be accepted in the spring of each year by email or written notification to school principal. Elections will follow in the late spring or early fall. Parents will elect members by ballot. Ballots will be sent home or sent electronically and collected in the school office. Each will serve two years. There are no term limits for parents / guardians. They may serve if they have a child attending the school during the two-year term.
- C. The school principal. The school principal will serve on the PPES School Community Council. Term is not subject to expiration.
- D. Other representation from stakeholder groups will be encouraged as specified in PCBE, Policy 3005 to participate as non-voting members. Members will be drawn from volunteers or by administrative recommendation.

#### IV. 2022-2023 members and stakeholder groups represented.

##### Voting Members

Mira Choe – parent (2)

Emily Velardo – parent (2)

Christine Eschenfelder – parent (2)

Jess Bost - parent (1)

Iris Barlett – parent (1)

Tony Molchan – parent (1)

Kim Howe – Principal

Tricia Perkins – Employee (2)

Joe Demers – Employee (2)

Amanda West – Employee (1)

*\*First or second year of term indicated in parentheses, (1) or (2)*

#### V. List of Site Council Leaders

- A. Chairperson-voluntary position with School Community Council. Chair is responsible for overall leadership of the group. The chair for 2022-2023 is **Christine Eschenfelder**
- B. Vice-Chairperson-voluntary position with School Community Council. Vice-chair is responsible for filling in for the chair when the chair is not available. The vice-chair for 2022-2023 is **Emily Velardo**
- C. Secretary-voluntary position with the School Community Council. The Secretary is responsible for taking minutes, distributing them, and posting them. The Secretary for 2022-2023 is **Mira Choe**
- D. Treasurer-voluntary position with the School Community Council. Treasurer is responsible for working with the school in helping to manage the budget. Treasurer for 2022-2023 is **Tony Molchan**

#### VI. Rules of Order and Procedure

- A. All meetings are open to the public and the public is welcome to attend. B. Meetings shall be conducted and action take according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)i.

1. The agenda of each upcoming meeting, with draft minutes of the prior meeting will be made available to all members at least one week in advance.
2. Minutes will be kept of all meetings, prepared in draft format, for approval at the next scheduled meeting.
3. The council will prepare a timeline for the school year that includes due dates for all required reporting and other activities / task that the council agrees to assume or participate in.
4. The chair or vice-chair conducts the meeting, makes assignments and request reports on the assignments.
5. Items in the agenda take priority over other discussions coming before the council.
6. Action of the council will be taken by motions and voting and are recorded in the minutes. If a member of the council is not in attendance and an item of the immediate nature needs to be addressed, the member may be contacted by email to give their vote.
7. A motion (or an action to be taken by the council) is stated as a motion.
8. Another council member “seconds” motion if they feel it is worthy of discussion.
9. The council members may then provide input and discussion as called by the chair.
10. When discussion seems complete the chair calls for a vote on the motion. Or when a member of the council calls the previous question (a motion to end discussion of the first motion), a second is required and the, without discussion, the chair calls for a vote that must pass by 2/3. If the vote on the previous question fails, the council goes back to discussing the first motion. If the motion to call the previous question passes, the chair directly calls for a vote on the first motion. (A vote to call the previous question is usually used to move business along).

C. Each of these committees will include the building Principal.

D. The principal has to overall administrative and leadership responsibility for the school (3000, III.D.1).

#### VII. Plan for community and staff involvement in the review, approval and revision of bylaws

- A. The PPES School Community Council may include a community
  - a. representative as a non-voting participant.
- B. The PPES School Community Council may include a PTA representative as a non-voting participant.
- C. The PPES School Community Council may include an EHMS district employee as a liaison between schools as a non-voting participant.
- D. The PPES School Community Council may include a PPES classified employee representative as a non-voting participant.

#### VIII. Site Council Meetings 2022-2023

- A. Meeting logistics. We will hold at least six meetings during the school year. We will meet at in the PPES Conference Room. Other meeting times and dates will be arranged as agreed by PPES SCC.

B. The following dates have been selected for the 2022-2023 school year. All SCC's will begin at 1:15PM.

- October 10, 2022
  - October 20, 2022
- November 14, 2022
- January 23, 2023
- February 13, 2023
- March 13 2023
- April 17, 2023
- May 15, 2023 – if needed

IX. Training expectations, 2022-2023

- A. Council members may attend Principled Decision-making sessions when offered through the Park City School District Office.
- B. Council members may invite district personnel to attend a meeting.
- C. Council members may invite the PCSD Superintendent to attend a meeting.

X. Voting methods

- A. When there arises a need for a vote, council members will vote in person during the regularly scheduled council meetings.
- B. If a vote is needed in between meetings or a council member is unable to attend the meeting, then an electronic vote may be taken. The electronic vote will be recorded in the next meeting's minutes.