



SCHOOL COMMUNITY COUNCIL MINUTES

Location:	Conference Room
Date:	September 8, 2026
Time:	3:00 PM

WELCOME & CALL TO ORDER - CHAIR

● BUSINESS ITEMS:

1. Approve April's [meeting minutes](#)
2. Approve May's [meeting minutes](#)
3. **Introduce the new Fall Requirements Form** (due Oct 20, 2026)
 - a. [Fall Requirements Form Guide](#)
4. **Adopt the council's Rules and Order of Procedure.** Please refer to page 17 of the [SCC Handbook](#)
 - a. After the school's Rules and Order of Procedure are adopted through motion, if desired, the council can vote to **include additional parents** to be voting members of the council. Note:
 - i. If these parents are in attendance, they would not vote to place themselves on the council because they are not yet voting members of the council. Only parents/guardians (not staff members) vote to add which additional parent members are added to the council.
 - ii. The number of parents added to the council cannot exceed the number outlined in the Rules of Order and Procedure.
 - Must have a ratio of at least 2 more parents than employees
 - Minimum count for Elementary is 4 parents and 2 employees

*Current council Rules and Order of Procedure

- Our Community Council adopted these rules of order and procedure on 10/14/2025. The vote count: number approved 5; number not approved: 0; number absent 4.
- Council members will receive training to understand the responsibilities of the council. Council members receive training before preparing and taking action on School LAND Trust Plans and reports.
- All meetings are open to the public and the public is welcome to attend. (required)
- The agenda of each upcoming meeting, with draft minutes of the prior meeting, will be made available to all council members at least one week in advance, and will be posted on the school website. The agenda will include the date, time, and location of the meeting, and any proposed action items.
- Written minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.
- Approved minutes will be retained for three years.



- The chair conducts the meetings (required), makes assignments and requests reports on assignments. In the absence of the chair the vice-chair shall conduct meetings.
- The council must have a quorum to vote. A quorum is a majority of council members.
- Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes. These rules of parliamentary procedure can be found in the [district community council handbook](#).
- The council consists of the principal, 1 school employee(s) who is/are elected in even years, 1 school employee(s) who is/are elected in odd years, and 4 parent / guardian member(s) who is/are elected in even years, 3 parent / guardian member(s) who is/are elected in odd years. (Size of the council MUST BE ADOPTED BY VOTE OF THE COUNCIL and consistent with 53G-7-1202. Elections are required to be staggered with half of the council elected each year.)
- In order to ensure that a quorum can be present, the following process shall be in place to remove and replace a member, as needed: The sitting community council shall determine the number of vacancies for the next school year's community council (see timeline). Council members have staggered terms. Ensure terms are staggered to the highest extent possible. For example, if there are five parent members, there should be three vacancies one year and two the following year (not four vacancies one year and one the following year). A notice shall be posted in the school and sent home (see timeline) with information which includes: • The statutory qualifications for community council candidacy and membership • An invitation for interested persons to become candidates • The date by which candidacy must be declared, to include the notice that candidacy declaration forms are available at the school and must be delivered to the principal • Voter instructions If a position remains unfilled after an election is held because of a lack of declared candidates, the continuing and newly elected parent/guardian and employee members of the council shall appoint a parent/guardian or employee who meets the criteria. Only parent members appoint new parent/guardian members, and only employee members appoint new employee members. A vacancy, which occurs for any reason other than the expiration of a member's term, shall be filled by a qualified person to serve out the unexpired term through appointment by the respective (parent/guardian or employee) members. Members will be replaced if they miss three consecutive meetings.
- Additional Rules of Order and Procedure include: If a member struggles with attendance or ability to carry out their assignment then administration and council president would meet with the council member and try to discover what the issue may be and create a solution. If the issue continues then the council will seek resignation from the council member.



5. **Elect a chair and vice-chair.** The chair must be a parent. The vice-chair may be a parent or an employee.
 - Collect information of council members for rostering purposes. This includes name, phone number, and email address.
6. **Review School Community Council timeline:** linked [here](#).
7. **Establish monthly council meeting schedule for the year:**
-Tentative Schedule: All meetings held at 3:00 p.m. in room 108: 9/8, 10/13, 11/10, 12/8, 1/12, 2/9, 3/9, 4/13, 5/11

Training:

1. Distribute council handbooks for each member
2. [School Community Councils - additional responsibilities](#) (3:36)

● **PRINCIPAL' S REPORT:**

1. Celebrations, reflection on last year
2. **2026-2027 Academic Goals**
 - RISE scores will increase by 2% in Proficiency in all areas (ELA, Math, and Science) compared to the 2026 school year.
 - At least 60% of all students will achieve typical growth/benchmark or above typical growth/above benchmark on Acadience Reading and Math EOY assessment.
 - **Action Steps**
 - 3rd-5th ELA, Math will give a RISE Benchmark during each quarter and 4th-5th Science (1 for ela, math, science at least) and analyze student strengths and misconceptions in PLCs
 - Progress monitor ELA in ALO use data to differentiate instruction and review in PLCs monthly
 - Teachers will conduct checks for learning and exit tickets during lessons and analyze the data to drive instruction.
 - Intervention groups will be provided for all grade levels.
 - Students grouped by benchmark data- BOY& MOY on Acadience Reading, Acadience Math, i-Ready Math Inform, NWEA
 - School/Parent Communication: Facebook, Dojo, newsletters, positive messages home
 - Family events: SEPs, Bootcamps
3. Family Game Day K-3: Monday, September 14th @ 2:00 p.m.
-Family Kits to help meet milestones
4. SEPs September 15th and 16th 4:00-7:00 p.m.
5. Update on building projects: interior and exterior lights, painting relo, chiller completed, fire alarm upgrade, fencing

● **PTA REPORT:**

● **Closing:**

1. Save the date! The next District Community Council meeting will be held from 6:00 - 7:30 pm on Tuesday, October 13th at Kennedy Jr. High



2. Is there any feedback we would like to be shared in an upcoming District Community Council meeting? Let Sarah know and she can submit the feedback.

QUESTIONS/CONCERNS FROM PATRONS/COMMUNITY:

ADJOURN

The next meeting will take place on Tuesday, October 13th at 3:00 p.m.



SCHOOL COMMUNITY COUNCIL - ATTENDANCE ROLL

Location: Conference Room

Date: September 8th

Time: 3:00 PM

School Community Council members:		Present:	Absent:
Principal	Sarah Fairclough		
Chair	Veronica Mcdougal		
Vice-Chair	Sierra Leavitt		
Parent			
Parent	Ashlee Matthews		
Parent	Claudia Mueller		
Parent	David Petrell		
Parent			
Employee			
Employee			
Parents, community members, others in attendance:			