Paradise Canyon Elementary Community Council

RULES OF ORDER AND PROCEDURE

Elections

- Notice will be sent to parents by Aug. 1, 2020
- The secret ballot election will be held at PCES in the office from Aug. 10-21, 2019
- The principal will oversee the election
- Results are available upon request
- Parents/Guardians will fill all positions by election
- Teachers elect teacher members
- All council members elect officers for the upcoming year

Meetings

- An agenda will be made and sent to council members and posted on the school website a week prior to the meeting
- Minutes will be kept at all meetings
- In case of a tie the vote will be brought to the non-council teachers

Timeline

- First meeting September 23, 2020 at 2:30 pm
- The principal posts the following on the website and in the school office:
  - The proposed schedule of meeting dates for the year
  - The names of council members, with a phone or email contact (or both)
  - A summary of the implementation of the School LAND Trust Program school plan including how the goals were completed and how the money was spent.
  - Principals enter fall reports on the website
  - Membership Report – names and email addresses of the current school community council
  - Signed Principal Assurance – assurance that the council is properly constituted and that elections and subsequent appointments were made according to the law and board rule
  - Final Report on last year’s implementation and with measurement results

- Meeting- September 26 @ 2:30
- Meeting- November 14 @ 2:30
- Meeting- January 16 @ 2:30
- Meeting- February 20 @2:30
- Meeting -March 12 @ 2:30
- Spring Due Date -
  - Principals enter spring reports on the website
  - Progress Report for the School LAND Trust program for the current year
  - School Plan for the School LAND Trust program for next year
  - Committee Signature Form Prior to the end of the school year