

White Elementary School Council

Revised Bylaws 2013-2014

1. Name

- The name of this school is the John E. White Elementary School Council (hereinafter referred to as the School Council)

2. Purpose

The purpose of the School Council is as follows:

- Meet the Arizona Revised Statute requirements of establishing School Councils (ARS Sec. 15-351).
- Assist the school and community to progress toward the achievement of the TUSD goals in concert with the school wide plan.
- Promote an improved education process in meeting the educational needs of students (TUSD Consensus article 34.1)
- Comply with TUSD Board Policies
- The school council will evaluate and ratify the school wide plan.
- Making recommendations to the superintendent for submission of the school's 301 plan goals, if applicable; the selection of the school administration; and the allocation of discretionary budget and for the school's curriculum.
- Determining the use of undesignated tax credits at the school as provided by law.

3. Membership

- Official membership in the school council will comply with State Statutes and TUSD Board Policy.
- An equal number of parents and teachers as members, and together, these 2 groups will constitute a majority of the school council membership. There will be a minimum of two certified, two classified and two parent members or a community member. These members will reflect the ethnic diversity of the community.
- The School Council will include the principal.
- The School Council will also include a member facilitator and a member secretary.

A. Selection

- Their constituencies will elect the School Council. The members will include:
 - i. A minimum of 2 classified personnel who will be nominated and voted on by the faculty.
 - ii. There will be at least one teacher from the primary grades and one from the intermediate grades.
 - iii. A minimum of 2 certified personnel.
 - iv. A minimum of 2 parents who will be selected for the following year by their constituents.
 - v. A Community/Business Representative.
 - vi. The school will document who has been selected as the officers.

B. Terms of Office

- The principal will be a permanent member of the School Council
- Certified, Classified, community and parent members will serve two-year terms.
- The facilitator and secretary officers may serve two-year terms.

- The newly elected committee will start in one month after school has started (2013-2014 September).
 - The school will document who has been selected as the officers of the school council.
- C. Officers
- The school will vote on school council officers (facilitator and secretary) at the first meeting.
- D. Voting
- Each member of the school council will have equal input into the development of consensus.
 - Voting may be done by proxy by the executive members.
 - Will follow the Robert's Rule of Order for any split vote (facilitator will have the final vote).
- E. Attendance
- Regular attendance or notification of absence is required.
- F. Quorum
- A quorum shall consist of a majority of school council members. It must include at least two teachers, one parent, and an administrator.
- G. Resignation
- Any member may resign at any time by giving written notice to the school council. Unless otherwise specified in such written notice, the resignation shall take effect upon receipt of the notice. The acceptance of the resignation notice shall not be necessary to make it effective.
- H. Vacancies
- Should a vacancy occur, nomination and voting by the constituent group will take place to fill the position for the remainder of the school year. The normal election/selection process will be used to fill the vacancy for the new school year.
4. Duties and Operations
- The focus of the school council shall be to fulfill the duties prescribed by federal, state, district and school guidelines concerning school council.
 - All school council recommendations and their implementations will be in accordance with Federal Laws, state statutes and TUSD Board policies.
 - The areas of responsibility for the team shall be to plan and act as an oversight committee for the school's school wide plan and any grant that has a major academic impact on the school. The committee shall have the responsibility of making recommendations to the school administration.
5. Communication
- The school council and school administration will communicate their needs to education interest groups.
 - The school council and school administration will communicate their needs to TUSD central administration and school board.
6. Conduct
- The school council will follow the Robert's Rule of Order.
7. Schedule

- The school council will hold regular meetings at least once a month with the exception of December.
 - The calendar of meetings shall be formulated at the beginning of the school year. The date, hour and place for each regular meeting shall be fixed annually by resolution of the leadership team.
 - The school will publish a master calendar of scheduled school council meetings.
 - Notification of special meetings will be made when necessary.
 - Modifications to the meeting schedule will be published.
8. Agenda/Minutes
- The school council and school administration will collaborate to develop school council meetings and agendas.
 - The facilitator will create, post, and forward an agenda one week prior to the meeting. Any member of staff, faculty, parents, or community may sign up to speak prior to the posting of the agenda.
 - Agendas for the meetings will be posted for the staff in the workroom, and on the front doors for the public.
 - The minutes will be recorded by the secretary and distributed to all faculty, staff and student council and made available to parents and students.
- A. The minutes will include:
- Date, time, place
 - Members who are in attendance, those who are absent, and stakeholders group each member represents.
 - All motions made and passed by initial school council.
9. Role of Committees
- School committees will be formed as needed, the council will determine the scope and the length.
10. Decision Making Authority
- The school council, along with the school administrator will evaluate budget decisions related to the school budget.
 - The school council will be involved in personnel and curriculum policies that are related to the school wide plan.
 - The school council and school administrator will collaborate to communicate an evaluation of the school's budget, personnel, and curriculum recommendations as they relate to the implementation of the school academic programs.
11. Enforcement of school council decisions
- The school administration will implement recommendations related to the school academic programs and approved by the school council.
12. Training
- The school will document who attends all school council training sessions.
 - Training for the school council should include, but not limited to consensus building, facilitation skills, conflict resolution and data analysis.
13. Amendment of Bylaws
- These bylaws may be amended by a majority vote of the school council.

- The school will maintain an updated draft of the bylaws including the full text of any amendments.

14. Ratification

- These bylaws will be ratified by a simple majority vote of the stakeholders of the school who are present at a meeting convened for the purpose of ratification of bylaws.
- Constituents' groups will have access to a copy of the proposed bylaws prior to this meeting.
- The school council will maintain a record of the ratification vote and the date of passage of the bylaws and any amendments that are made.