

# Fruchthendler

## ELEMENTARY SCHOOL

### School Council Constitution and Bylaws

#### **Article I- Mission Statement**

It is the mission of the School Council to ensure that Fruchthendler Elementary School provides a supportive environment where all students are given an opportunity to experience academic and personal success and achieve full potential through the cooperative efforts of school personnel, parents, students, and community members. As advocates for children, School Council members will strive to foster growth and show respect for one another and the school community.

#### **Article II- Purpose**

The Fruchthendler School Council is a representative body of people who are elected from the Fruchthendler School Shared-Decision Making Community, and is the primary governing body of Fruchthendler Elementary School. The purposes of the Site Council are:

- A. To develop and foster programs and policies designed to increase student achievement and the quality of instruction by involving the entire diverse Fruchthendler community.
- B. To encourage a community-wide dedication to lifelong learning.
- C. To work to involve the entire diverse Fruchthendler community in decision-making.
- D. To promote a safe, positive, and productive learning and working environment.
- E. The Fruchthendler Elementary School Council shall be responsible for making decisions supporting the goals as established in Article I. The Council will abide by the Tucson Unified School District (TUSD) Board Policy, as well as Arizona State and Federal guidelines in making decisions.

### **Article III- Duties of School Council (TUSD Board Policy)**

The School Council shall make decisions for the site THAT PERTAIN TO SCHOOL WIDE ISSUES INCLUDING BUT NOT LIMITED TO:

- A. Writing/revising School Council Constitution and /or Bylaws.
- B. Discretionary Site Budget
- C. Approval of interview teams for the purpose of hiring site staff, including the principal.
- D. Use of non-designated tax credit moneys
- E. The school accountability plan.
- I. Approval and submission of annual year-end report
- J. This scope will expand as TUSD policies allow for expansion. Future areas should automatically be included in the decision-making policies of the School Council.

## **Article IV- Membership**

The School Council will be composed of (11) voting members. Membership of the School Council shall consist of the following school community members;

A. The **Principal**.

B. The **School Council Facilitator**. A teacher that has served as a member of the School Council.

B. At least **(2) Parents** of which one **(1)** is the current **PTA President**. A parent must have a child who attends Fruchthendler Elementary School and may not be a Tucson Unified School District employee working at Fruchthendler Elementary. The number of parent participants must equal the number of teacher participants and the total number of parent and teachers must make up a majority of the entire School Council.

C. At least **Two (2) Teachers**. The number of teacher participants must be in equal to number the number of parent participants with one (1) from the primary level (k-2) and one (1) from the intermediate level (3-5).

D. **One (1) Support Staff Member** from the Classified/Custodial/Food Services/Monitors employee group at the school.

E. **One (1) Community Representative** from the community at large. The Community Representative may not be a member of any other constituency group.

## **Article V- Membership of Office**

The principal and current PTA President will be permanent members of the School Council.

Each Parent, Teacher, Support Staff, and Community Representative will be elected to a three (3) year term. Members may be elected to a second consecutive term. After two (2) consecutive terms (up to six (6) years), a member must have one year off the council before serving again. The terms will be staggered to avoid an entire new council every three years.

## **Article VI-Selection of School Council**

A. The Principal shall be a permanent member of the Fruchthendler Elementary School Council as well as an advisor.

B. School Council vacancies will be communicated to Constituency groups first week of April.

C. Nominations in writing will be accepted through the second week of April.

D. Verification of nominees will take place the second week of April.

E. Ballots will be prepared and distributed by the third week of April.

F. Election of School Council Members, by secret written ballot, will take place during the fourth week of April.

G. The Site Council Facilitator will accept nominations, verify nominees, prepare and distribute ballots, and count ballots. The current School Facilitator shall select committee members, but must include a Constituency group member for which there is a vacancy to oversee the election of their representative. \*

*\*ie: Vacancy for primary teacher, Primary Site Council rep oversees along with Facilitator.*

H. Newly elected members will take office in August.

I. Vacancies that occur during the school year will be advertised and remaining terms will be filled in accordance with the selection process of Article VI.

## **Article VII- Attendance Policy**

Regular attendance, or notification of absence is required. Non-attendance for two consecutive meetings may result in the removal of any elected member of the Fruchthendler Elementary School Site Council. A representative of the School Council shall approach said member to determine her/his intent to serve. Absent members may transmit their view on any pending issue to the facilitator prior to the School Council meeting.

## **Article VIII- Meeting Schedule**

- A. The School Council meetings will be held no less than once each quarter.
- B. The date, time, and place of the regular meetings shall be fixed annually in May by consensus of the Fruchthendler Elementary School Council members.
- C. The School Council shall adhere to the Open Meeting Law and hold meetings at times when school is not in session. Every effort shall be made to accommodate working parents and community members.
- D. All meetings shall be posted and be open to the public. Notice of the regularly scheduled meetings of the Fruchthendler School Council will be posted through parent and staff bulletins, on the school website, and on the school marquee.
- E. Special meetings will be called as needed and Open Meeting Law will be followed.
- F. Any member of the Fruchthendler Elementary School Community is welcome to attend the meeting. Only members of the School Council will have a vote in action items.

## **Article IX- Officers and Duties**

The School Council consists of one (1) office position; facilitator. Only one of the two teachers elected to the School Council is eligible to fill the facilitator's position.

A. The facilitator creates and posts the agenda, records and post minutes of the meeting to the school website, ensures that meetings are run smoothly with all voices being heard, works with the principal to communicate School Council decisions to other interested parties, and makes a quarterly report to the faculty at a staff meeting.

## **Article X- Procedures**

A. Agenda items must be presented to the facilitator two weeks prior to the next meeting. Any member of the Fruchthendler community can submit an item for the agenda.

B. The agenda for all Fruchthendler Elementary School Council meetings will be posted in three areas; the staff workroom for the staff, the school website, and by the door to the main office at least one (1) week prior to the meeting time.

C. The facilitator will collaborate with the principal to determine if a proposed agenda item falls under the auspices of the Fruchthendler Elementary School Council. If an item is not a Fruchthendler Elementary School Council item, the facilitator will redirect the individual with the agenda item to the appropriate person(s) and let the submitting party know who now has the item.

## **Article XI- Consensus**

A. All decisions of the Fruchthendler Elementary School Council shall be made by consensus, which is defined as occurring when a group reaches a conclusion, which has blended the best ideas into a decision that the majority of the group can support. When Consensus is met, the issue passes. If consensus is not met, the issue will be referred back to the originating party for revisions, or reconsiderations. Any individual can abstain from supporting a consensual decision and make their comments for the record and they will agree to refrain from subverting the decision in any way.

## **Article XII- Constitution and Bylaws: Procedures for Action**

A. Ratification of Constitution and Bylaws must be ratified by a two-thirds (2/3) votes of ballots cast by the Fruchthendler Shared Decision-Making Community.

B. Amendments: Any member of the Fruchthendler Shared Decision-Making Community can propose an amendment to the Fruchthendler Constitution and Bylaws. Rationale for the proposed amendment will be presented to the School Council.

C. The School Council will decide whether to ratify the amendment by consensus of the School Council, or to call for a vote of the Fruchthendler Shared Decision-Making Community, with a two-thirds (2/3) vote of the ballots cast needed to ratify and amendment.

## **Article XIII- Voting**

Each School Council member is entitled to one vote.

## **Article XIV- Quorum**

A simple majority of the School Council members present and in person at a meeting shall constitute a quorum for official business.

## **Article XV- Permanent Records**

The Fruchthendler Elementary School Council shall direct, compile, and maintain the following records;

- A. Agendas and minutes of all official action on each agenda.
- B. A roster of current School Council members.
- C. A copy of the current Bylaws, including amendments.
- D. Other records as required by subsequent action of the School Council.