



Site 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 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 principal
- D. Use of non-designated tax credit moneys
- E. The school accountability plan
- F. Staff development plan and calendar
- G. Classroom site fund goals (301)
- H. Delivery of curriculum
- 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 and Terms of Office

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

- A. The **Principal** will be a permanent member.
- B. Four **(4) 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 (TUSD) 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. Four **(4) Teachers.** The number of teacher participants must be in equal number to the number of parent participants with two (2) from the primary level (K-2) and two (2) 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.

** Chairs of Standing/Ad Hoc committees attend when necessary, but are non-voting members.

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 school council every three years.



Article V – 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 by the end of February.
- C. Nominations in writing will be accepted through the first week of March.
- D. Verification of nominees will take place the second week of March.
- E. Ballots will be prepared and distributed by the third week of March.
- F. Election of School Council members, by secret written ballot, will take place during the fourth week of March.
- G. Each Constituency group will elect its own School Council representative(s).
- H. The Procedures Committee 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.
- I. The newly elected members will take office in April.
- J. Vacancies that occur during the school year will be advertised and remaining terms will be filled in accordance with the selection process of Article V, i.e., nominations, confirmation of nominees, ballot, and election, at a special election.



Article VI – 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 Council. A representative of the School Council shall approach said member to determine her/his intent to serve. Absent members may transmit their views on any pending issue to the facilitator prior to the School Council meeting and may be represented by a team alternate.

Article VII – 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 web site, and on the school marquee.
- E. Special meetings will be called as needed and the 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 VIII – Officers and Duties

The School Council consists of three officer's positions: facilitator; co-facilitator; and secretary. Only one of the four teachers elected to the council is eligible to fill the facilitator's position. Officers shall serve one-year terms and may be re-elected. Officers will be elected by the new Council in April, and begin their term at the May meeting. Terms will commence at the April meeting.

- A. The facilitator creates and posts the agenda for the meeting, determines the amount of time to be spent on each item, 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 monthly report to the faculty at a staff meeting.
- B. Co-facilitator does any or all of the above duties if for any reason the facilitator cannot perform them.
- C. Recording Secretary keeps the minutes for all meetings, as mandated by the Open Meeting Law, ensures that all members receive copies of the minutes and any other correspondence, and posts the minutes within three days of the meeting for faculty and public review.

Article IX – Procedures

- A. Agenda items must be presented to the facilitator no fewer than five (5) working days 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 web site, and by the door to the main office at least twenty-four (24) hours 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 X – Consensus

- A. All decisions of the Fruchthendler Elementary School Council and its committees (Standing Committees and Ad Hoc Committees) 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 everyone in 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.
- B. Upon consensus of the School Council, an issue may be forwarded to the entire Fruchthendler Shared Decision-Making Community, or any constituent body of the Fruchthendler Shared Decision-Making Community, as appropriate, for a vote by written secret ballot. Issues will be passed by a two-thirds (2/3) majority affirmative vote of the ballots cast with at least two (2) School Council members counting the written ballots.
- C. These decisions will be implemented and enforced by the administration informing the necessary parties involved about the changes to be instituted.

Article XI – Constitution and Bylaws: Procedures for Action

- A. Ratification of Constitution and Bylaws must be ratified by a two-thirds (2/3) vote 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 an amendment.



Article XII – Voting

Each School Council member is entitled to one vote.

Article XIII – Quorum

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

Article XIV – Permanent Records

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

- A. Master calendar of events.
- B. Agendas and minutes of all official action on each agenda including the voting record of each council member.
- C. All current committees with memberships and resolutions, which mandate scope of service.
- D. A roster of current School Council members and written attendance at Council meetings.
- E. An updated School Policy document.
- F. Annual reports on overall student performance.
- G. A copy of the current Constitution and Bylaws, including Amendments.
- H. An updated copy of the School Improvement plan.
- I. Other records as required by subsequent action of the Council.



Article XV – Standing Committees and Ad Hoc Committees

One member of each standing committee shall be a council member designated as a liaison between the council and the committee. Committees may include, but are not limited to:

A. Finance and Facilities Committee

1. 301 funding plan
2. All fund raising
3. School budget
4. Grants
5. Tax credit funds
6. School environments (Building, desert, patio, playgrounds, Wildlife Preserve, etc.)
7. Facility use areas (cafeteria, library, ramadas, room assignments, conference room, etc.)
8. Health and Safety
9. Maintenance

B. Management, Assessment, and Planning (MAP)

1. Curriculum
2. School events scheduling
3. Employee Consensus Agreement compliance (Site Rep.)

C. Volunteers and Special Programs Committee

D. Public Relations Committee

1. Communication between District and Community
2. Communication between School and Community
3. Site Marketing Plan



4. Mediation
5. Visitors
6. Student awards and recognition
7. Staff awards and recognition

E. Training and Staff Development Committee

1. In-service schedules/agendas
2. Staff training

F. Discipline Committee

1. School Student Discipline Plan

G. SCPC Committee Representative

H. Ad Hoc Committees

1. As needed