

## Tully Elementary Site Council

### By-Laws

#### ARTICLE I MISSION STATEMENT

It is the mission of the Site Council to ensure Tully Magnet Elementary School provides a supportive environment where all the 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, Site Council members will strive to foster growth and show respect for one another and the school community.

#### ARTICLE II PURPOSE

The Site Council is a representative body of people who are elected from the School Community (faculty, staff, parents and students and a community at large) and is the primary governing body of Tully Elementary Magnet School. The purpose of the Council are:

- A. To develop and foster program and policies designed to increase student achievement and the quality of instruction by involving the entire diverse community.
- B. To encourage a community-wide dedication to lifelong learning.
- C. To work to involve the entire diverse community in decision-making with a focus on parental involvement.
- D. To promote a safe, positive, and productive learning and working environment.
- E. The Site 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 SITE COUNCIL (TUSD BOARD POLICY)

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

- A. Writing/Revising Site Council By-Laws.
- B. Discretionary site budget.

- C. Approval of interview teams for the purpose of hiring site staff, including Principal.
- D. Use of undesignated tax credit monies.
- E. The school accountability plan.
- F. Establish ad hoc committees as needed.
- G. Approval and submission of annual year-end report.
- H. The scope will expand as TUSD polices allow for expansion. Future areas should automatically be included in the decision-making process of the Site Council.

#### ARTICLE IV MEMBERSHIP AND TERMS OF OFFICE

The Site Council will be made of up a minimum of seven (7) voting members. Membership of the Site Council shall consist of the following school community members:

- A. The Principal will be permanent (non-voting).
- B. One (1) Facilitator.
- C. A minimum of two (2) Parents. A parent must have a child who attends Tully Elementary Magnet School. 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 Site Council.
- D. A minimum of two (2) Teachers. The number of teacher participants must be in equal number to number of parent participants.
- E. Two (2) support staff members from the Classified/ Custodial/ Food Service/ Monitors employee group at the school, as available.
- F. One (1) Community Representative from the community at large, as available. The community representative may not be a member of any other constituency group.

The Principal will be a permanent member of the Site Council. Each Parent, Teacher, Support Staff, and Community Representatives 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 (1) year off the Council before serving again. The terms will be staggered to avoid an entire new Site Council every three years.

#### ARTICLE V SELECTION OF SITE COUNCIL

- A. The Principal shall be a permanent member of the Site Council, as well as, an advisor.

- B. Site Council vacancies will be communicated to all Constituency groups during the third quarter.
- C. Nominating, in writing, will be accepted through the third quarter.
- D. Verification of nominees will take place by the end of the third quarter.
- E. Ballots will be prepared and distributed by end of the third quarter.
- F. Election of the Site Council members, by secret written ballot, will take place during the fourth quarter.
- G. Each Constituency group will elect its own Site Council representative(s).
- H. The Facilitator will accept nominations, verify nominees, prepare and distribute the ballots, and count ballots. The Facilitator shall select 1-2 members to assist, by must include a Constituency group member for which there is vacancy, to oversee the selection of their representative.
- I. The newly elected members will take office in May.
- J. Vacancies that occur during the school year will be advertised and remaining terms will be filled in accordance with the selectin process of ARTICLE V, ie., nominations, confirmation of nominees, ballots, and election at a special election.

#### ARTICLE VI ATTENEDANCE 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 Site Council. A representative of the Site Council shall approach said member to determine his/her intent to serve. Members may 'attend' the meeting via any technological means available. Absent members may transmit their view on any pending issue to the facilitator prior to the Site Council meeting and may be represented by a team alternate.

#### ARTICLE VII MEETING SCHEDULE

- A. Site Council meeting 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 Site Council members.
- C. The Site Council shall adhere to the Open Meeting Law and hold meetings at times when school is not is session. Every effort will 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 Site Council will be posted in the staff work room, the school website, and by the door to the main office.

- E. Special meetings will be called as needed and the Open Meeting Law will be followed.
- F. Any member of the Tully Elementary Magnet School Community is welcomed to attend the meeting. Only members of the Site Council will have a vote in action items.

#### ARTICLE VIII OFFICERS AND DUTIES

The Site Council consists of one officer position: Facilitator. Facilitators will be chosen from Site Council Members. Officers will be elected to a three (3) year term. After two (2) consecutive terms (up to six (6) years), a member must have one (1) year off the Council before serving again. 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 run smoothly with all voices being heard, works with the Principal to communicate Site Council decisions to the other interested parties, and makes a monthly report to the faculty at a staff meeting.
- B. The facilitator keeps the minutes of all meetings, as mandated by the Open Meeting Law, ensures that all members receive copies of minutes and any other correspondence and posts the minutes within three (3) days of the meeting for faculty and public review. Responsible for maintaining all documentation and pertinent records of Site Council (agendas, minutes, constitution and by-laws, site council roster of members, etc.), to be stored in the Principal's office.

#### ARTICLE IX PROCEDURES

- A. Agenda items must be presented to the facilitator no fewer than three (3) working days prior to the next meeting. Any member of the community can submit an item for the agenda.
- B. The agenda for all Site Council meetings will be posted in two area; the staff workroom for the staff and in the main office for the parents and community, 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 Site Council. If an item is not a Site Council item, the facilitator will redirect the individual with the agenda item to the appropriate person(s).

ARTICLE X BY-LAWS: PROCEDURES FOR ACTION

- A. Ratification of the Site Council By-laws must be ratified by a two-thirds (2/3) vote of the ballots cast by the Tully Elementary Magnet School Certified and Classified Staff.
- B. Amendments: Any members of the Tully Magnet Elementary School Community can propose an amendment to the Site Council By-laws. Rationale for the purposed amendment will be presented to the Site Council.
- C. The Site Council will decide whether to ratify the amendment by consensus\* of the Council, with a two-thirds (2/3) vote of the ballots cast needed to ratify an amendment. (\*Consensus 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).

ARTICLE XI VOTING

- A. Each School Council member is entitled to one (1) vote.
- B. A simple majority (51%) of the members present is required to pass an initiative.
- C. Members may be considered present and be permitted to vote via any technological means available.

ARTICLE XII QUORUM

- A. There must be, at least, a quorum to conduct any Council business.
- B. A simple majority of Site Council members must be present at a meeting to constitute a quorum; provided the number of parent participants equals the number of teacher participants, and the total number of parent participants and teacher make up a majority of the quorum.

ARTICLE XIII PERMANENT RECORDS

The Tully Elementary Magnet School Site Council shall direct, compile, and maintain the following records:

- A. Master Calendar
- B. Agendas and minutes of all official action, including the voting records of each council member.
- C. A roster of current Site Council members.
- D. A copy of the current Site Council By-laws, including amendments.

- E. An updated copy of the school improvement plan.
- F. Other records as required by subsequent action of the Council.

Tully Elementary Magnet School Site Council By-laws amended and approved by Site Council  
April 2018.