



C. E. ROSE ELEMENTARY SCHOOL

SHARED DECISION-MAKING CONSTITUTION/BYLAWS

I

MISSION

Con ganas; se puede. We at C. E. Rose believe in our students.

MISSION STATEMENT

C. E. Rose Elementary School is an academically oriented institution which serves students who are academically focused and multi-gifted. In order to maintain student achievement in all academic areas we shall make suitable decisions as a collaborative unit made up of parents, community members, faculty, staff, and administrator of our community.

The Purpose of the School Council Shall Be:

- A. To fulfill the duties prescribed in Article XI of the Arizona Constitution, Title 15 of the Arizona revised Statutes, and the Rules of the State Board of Education as is addressed by shared decision making.
- B. To fulfill the mission of C. E. Rose Elementary School.
- C. To confirm the belief in the efficacy of shared decision making at the school site; that decisions should be made by persons who both work in and are served by the school.

II

SCHOOL COUNCIL

A. Membership

- 1. Pursuant to Arizona State Statutes, a School Council must have an equal number of

teachers and non-employee parents of C. E. Rose students. State Statutes also require that the teacher and parent groups together must comprise a majority of the School Council. The Statutes provide that the School Council must reflect the ethnic composition of the local community. Each constituency group will select its own membership to serve on the council.

2. Membership Of The School Council Shall Be Composed Of The Following:

- 1 Administrator
- 6 Certified Members Of The Staff
(The facilitator shall be voted from the certified membership)
- 6 Parents
- 2 Classified Members Of The Staff
- 1 Blue Collar Representative
- 1 Community Member

The Principal of the school will be a permanent member of the Student Council.

3. Procedures For Electing The School Council Members:

- * School Council vacancies will be communicated to all voting bodies by the 3rd week of the school year. The council from the previous year will initiate the selection process for each stakeholder group.
- * Each constituent group shall nominate candidates for their own membership.
- * Confirmation of nominees will take place the 3rd week of school. Confirmation will be indicated by nominees' signatures of a "Pledge to Serve" form.
- * Ballots will be prepared and distributed by the 4th week of school to all stakeholders groups.
- * Election of School Council members by secret written ballot will take place during the 5th week of school. Each stakeholder group will choose two (2) representatives to count these ballots.

At the first meeting following October 15th the Council members will decide what officers they feel are needed and decide how they will fill these positions; for example, facilitator and secretary.

B. Terms of Office (Amended September 14, 2004)

The term of office for the Council will be two calendar years beginning October 15th through October 14th two years later. Each member shall serve a 2-year term rotating every other year; that is, half of the members' terms will expire at the end of the even numbered year and half will expire on the odd numbered year. No person elected shall represent more than one group at a time.

C. Duties of the School Council

1. The School Council shall be responsible for making decisions based on data

collected to fulfill the needs of the students as mandated by state law, district goals and board policy.

2. The Council shall have scheduled meetings throughout the year including a minimum of four quarterly meetings. Special Meetings may be called as the need arises.
3. The Council shall establish and maintain for each fiscal year a master calendar of each school year to include meeting, duties and sub-committees meetings, and other school council committee events.
4. Agenda items may be submitted for the agenda by any member of the Rose Community. The proposed agenda items must be submitted, in writing, to the school council facilitator at least one week prior to the upcoming meeting. The facilitator along with the principal will construct and post the agenda at least 24 hours in advance of the meeting.
5. The Council will decide what issues to refer to the Standing / Ad Hoc Committee and shall act on the recommendations of the standing /Ad hoc committee.
6. When an issue arises, the Council will decide what vote is appropriate on any issue by the whole or any part of the Shared Decision -Making Community.
7. Minutes of each school Council meeting will be distributed both in English and in Spanish at the meetings.
8. Each elected representative shall disseminate or post the minutes, either in writing, or electronically (email), to their constituency group within a week of the previous school council meeting.
9. The school council will fulfill the duties prescribed in article XI of the Arizona Constitution, title 15 of the Arizona Revised Statutes, the rules of the State Board of Education and the TUSD Governing Board.
10. Effectively communicate with and represent the constituency from which the Council member was elected.
11. Promote decisions consistent with school goals, philosophy and mission statement.
12. The scope of decision-making that the School Council shall make will expand as TUSD policies allow for expansion. Future areas should automatically be included in the decision-making policies of the School Council.
13. School Council meeting will conform to open meeting law.

D. Official Meeting Minutes

1. Minutes reflect the dates, times and places of School Council meetings.

2. Minutes reflect members who are in attendance at School Council meetings, those who are absent and the stakeholder group each member represents.
3. Minutes record all motions made and passed by the school council.
4. The minutes document those who have been selected as officers of the school council.

E. Budget, Curriculum, and Personnel Decisions

1. The School Council will select a hiring committee to interview applicants for all job vacancies, including the principal, and makes hiring recommendations to the appropriate individual or department.
2. The School Council along with the principal will develop and approve the school's budget, including discretionary funds and stipends, but excluding employee salary and benefits.

F. Implementation of School Policy

1. Relationship of Site Administration and School Council
 - a. A School Administrator attends and participates in School Council meetings.
 - b. The School Administration implements policies approved by the School Council in accordance with all appropriate State Statutes and Board Policies.
 - c. The School Council and School Administration collaborate to develop School Council meeting agendas.
 - d. The School Council and School administration review the school's budget and curriculum policies, determine how those policies have improved student performance, and deliver an annual written report to the Joint Committee.
 - e. The School Administration informs the school council of budgetary expenditures through an updated financial report.
 - f. The School administration informs the school council of vacancies in the faculty/staff.
 - g. The School Council's hiring procedures and personnel job descriptions are employed when filling vacancies in faculty/staff positions.
 - h. The Principal will support and carry out decisions made by the school council.
2. Relationships with Other School Organizations
 - a. The School council policies and their implementation are in accordance with Federal Laws, State Statutes, and TUSD Board Policies.
 - b. The School Council and School Administration communicate needs to TUSD central administration and Governing Board
 - c. The School Council and School Administration communicate needs to

education interest groups (e.g. TEA, SCPC.)

III

RESIGNATIONS, VACANCIES AND REPLACEMENTS OF COUNCIL MEMBERS

A. Resignation, Vacancies and Replacement of Council Members

1. Any Council member may resign at any time by giving written notice to the Council. Unless otherwise specified in such written notice, the resignation shall take effect upon the receipt of the notice to the Council.
2. Vacancies that occur during the term of office will be filled according to established election procedures.
3. If the vacancy occurs within the last nine weeks of the office, the constituency group can appoint a replacement to complete that term of office.

B. ATTENDANCE:

1. Member Attendance

If a member of the Council knows they will be missing a meeting, it is their responsibility to notify the Council. Two Consecutive absences without prior notification will result in that position being declared vacant.

Any members of the Council who will be absent from a meeting, may vote by a written proxy. Any member can only hold one proxy.

If an elected Council member misses 25% of the meetings, the constituency will ask that council member position to be replaced.

IV

PROCEDURES FOR ARRIVING AT DECISIONS: QUORUM OR MAJORITY, CHAIRPERSON'S VOTE

A. QUORUM

1. A simple majority of the Council members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business.
2. To pass a proposal, a simple majority of the voting members of the Council present at a meeting is required.
3. The Chairperson of the Council may vote on all ACTIONS placed before the Council. A tie vote will be tabled to the next scheduled meeting.

4. At all meetings of the School Council, each member of the Council shall have one vote.
5. All School Council Members will help build consensus.

B. CONSENSUS

1. **Definition of Consensus**
Consensus occurs when a group reaches a conclusion, which has blended the best ideas into a decision that everyone in the group can support.
2. **Operation of Consensus**
 - a. If consensus is met, the issue passes.
 - b. If consensus is not met, the issue will be referred back to the originating subcommittee for revision and/or consideration.
 - c. If an individual continues to “block” the consensus, she/he may choose to step aside and allow the issue to go forward, or she/he may continue to “block” the consensus and the issue will not pass. The council can then agree to modify the proposal until consensus is reached.
3. **Use of Consensus**
All committees, the School Council, Standing Committees, and Ad Hoc Committees will attempt to reach decisions by consensus.

C. CONSTITUTION AND BYLAWS. PROCEDURES FOR ACTION.

1. **Ratification**
To take effect, this document must be ratified by a two-thirds vote of those who cast ballots by the C. E. Rose Community.
2. **Amendments**
Amendments must be approved by a two-thirds (2/3) vote of the stakeholders present, if notice of the meeting and the proposed changes are set forth in the writing at least one week before voting. Any member of the school community may propose an amendment.

V

APPEAL

A. PROCEDURE FOR APPEAL BY C. E. ROSE SHARED DECISION-MAKING COMMUNITY

A council decision may be appealed according to the established procedures.

THE PROCEDURES OF APPEALING A COUNCIL DECISION ARE:

1. All appeals must be submitted in writing.

2. Appeals must have 75% approval of the constituency.
3. The Council will act on the appeal of all constituent groups in a timely manner.
4. Successful appeal would require 75% vote of the Council.

VI

PERMANENT COUNCIL RECORDS

A. THE COUNCIL WILL MAINTAIN ALL OFFICIAL RECORDS.

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

1. Annual calendar of events. Monthly calendar. Agenda of meetings.
2. Minutes of all official action on each agenda. Minutes are to include the voting record of each Council member.
3. All current committees with memberships and resolution which mandates scope of service.
4. Attendance at Council meetings.
5. School Council shall maintain an updated written policy document, which includes the full text of school policies and the dates of school council approval.
6. The School Council and the Administrator shall communicate the needs of the students as prescribed by the 301 School Accountability Plan.
7. The School Council may create and distribute supplemental surveys to gather additional information for 301 School Accountability Plan.

VII

ESTABLISHING STANDING COMMITTEES

STANDING COMMITTEE - One member of each standing committee shall be a council member designated as a liaison between the Council and the committee.

A. Types And Areas of Responsibility

1. THE FINANCE /SPECIAL PROGRAMS

All fund raising
School Budget
Special Funds (Grants, Coke Funds, etc.)
Performances
School aesthetics
School environments (patio, field)
Safety

2. **THE CURRICULUM AND PROCEDURES COMMITTEE**
 Content
 Record keeping (grades, cumulative records, etc.)
 ACTION 2000
 Scheduling (school day, teaching assistants, hours, specialists)
 Class assignments
 Master scheduling development
 School calendar
3. **THE VOLUNTEERS AND SPECIAL PROGRAMS COMMITTEE**
4. **THE PUBLIC RELATIONS COMMITTEE**
 Communication between District and Community
 Visitors
 Student awards and recognition
 Staff awards and recognition
5. **THE TRAINING AND STAFF DEVELOPMENT COMMITTEE**
 In-services
 Training
6. **THE DISCIPLINE COMMITTEE**
7. **SPECIAL COMMITTEES**
 Committees may be formed as needed.
9. **HIRING COMMITTEE**

VIII

RATIFICATION OF THE CONSTITUTION

The ratification of this constitution of the Council shall be effective upon $\frac{3}{4}$ of those who cast ballots from the C. E. Rose School Community.

Rosemary Z. Poppe

Facilitator Signature

November 5, 2003

Month Day Year

Stephen Trejo

School Principal Signature

November 5, 2003

Month Day Year