



C.E. Rose PreK-8 SCHOOL

Shared Decision-Making School

Constitution and Bylaws

I. PREAMBLE

A. VISION & MISSION STATEMENTS

Vision Statement: We empower students to lead meaningful lives as innovative, compassionate global citizens.

Mission Statement: Our learning community prepares all students to become collaborative problems solvers by providing safe, mindful, and relevant multicultural educational experiences.

B. THE PURPOSE OF THE SCHOOL COUNCIL SHALL BE:

1. 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.
2. To fulfill the mission of C.E. Rose PreK-8 School.
3. 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 the 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 of a majority of the School Council. The statutes provide 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:
 - a. 1 Administrator
 - b. 3 Certified members of the staff (facilitator shall be voted from the certified membership)
 - c. 3 Parents
 - d. 1 Classified member of the staff
 - e. The Principal will be a permanent member of the School Council
3. Procedures for Electing School Council Members:
 - a. School Council vacancies will be communicated to all voting bodies by the 33rd week of school. The council from the previous year will initiate the process for each stakeholder group.
 - b. At the first meeting, following October 15th, the School Council Members will decide what officers are needed and will vote to fill any vacancy.

B. Terms of Office

1. The term of office for the Council will be two calendar years beginning October 15th through October 14th two years later. Each member will serve a 2-year term rotating every other year; this 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.

2. Members who would like to serve an additional 2-year term can submit their written request to the School Council by October 14th (before the expiration of their current term).

C. Duties of the School Council

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.

1. 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.
2. The Council shall establish and maintain for each fiscal year a master calendar of each school year to include meetings, duties, sub-committee meetings, and other School Council Committee events.
3. Agenda items may be submitted 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 prior to the meeting.
4. The Council will decide what issues to refer to Standing/Ad Hoc Committee and shall act on the recommendations of the Standing/Ad Hoc Committee.
5. When the 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.
6. Minutes of each School Council meeting will be available. Translation of the minutes will be available upon request.

7. Each representative shall disseminate or post the minutes either in writing or electronically (email or school website), to their respective constituent group within a week of the previous meeting.
8. 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.
9. Effectively communicate with and represent the constituency of the C.E. Rose community.
10. Promote decisions consistent with school goals, philosophy and mission statement.
11. The scope of decision making that the School Council shall make will expand as TUSD policies allow for expansion. Future area should automatically be included in the decision-making policies of the School Council.
12. School Council meeting will conform to the open meeting law.

D. Official Meeting Minutes

1. Minutes reflect the dates, times, and places of all School Council meetings.
2. Minutes reflect the members who attend 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.

E. Budget and Curriculum

1. The School Council shall discuss, vote, and approve the use of discretionary funds (for example, Undesignated Tax Credit).

F. Implementation of School Policy

1. Relationship of Site Administration and School Council

- a. A School Administrator attends and participates in the School Council meetings. The School Administrator implements policies approved by the School Council in accordance with all appropriate State Statutes and Board Policies.
 - b. The School Council and School Administration collaborate to develop School Council meeting agendas.
 - c. The School Administration informs the School Council of budgetary expenditures through an update financial report.
 - d. The School Administration shall inform the School Council of any vacancies in the faculty/staff.
 - e. The School Administration 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.

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 said notice.
2. Vacancies that occur during the term of office will be filled accordingly.
3. If the vacancy occurs within the last nine weeks of office, the constituency group can appoint a replacement to complete the term of office.

B. Attendance

1. If a member of the Council know they will not be able to attend any meeting, it is their responsibility to notify the Council of their absence.

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 transactions 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. A tie vote will be tabled until the next scheduled meeting.
4. At all meetings, each Council member shall have one vote.
5. All Council members will help build consensus.

B. Consensus

1. **Definition of 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 a consensus**
 - a. If consensus is met, the issue passes
 - b. If consensus is not met, the issues will be referred to the originating subcommittee for revision and/or consideration.

C. Constitution and Bylaws. Procedures for action.

1. Ratification

To take effect, this document must be ratified by two-thirds vote.

2. Amendments

Amendments must be approved by two-thirds vote of the stakeholders present and only if notice of the meeting and the proposed changes are set forth in 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

A School Council decision may be appealed according to the established procedures. The procedures for appealing a School Council decision are:

1. All appeals must be submitted in writing.

2. A successful appeal would require a 75% vote of voting School Council members.

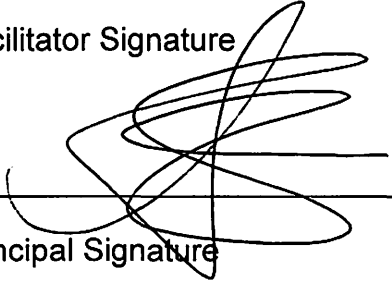
VI. RATIFICATION OF THE CONSTITUTION

The ratification of this constitution of the Council shall be effective upon three-fourths of those who vote from the C.E. Rose School Council.

Norma E. Mahoney _____ *9/17/2024*

Facilitator Signature

Date

 _____ *9/17/24*

Principal Signature

Date