

MARSHALL ELEMENTARY SITE COUNCIL

BY-LAWS

ARTICLE I MISSION STATEMENT

It is the mission of the Site Council to ensure Marshall 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 Marshall Site Council is a representative body of people who are elected from the Marshall School Community (faculty, staff, parents, students and community at large) and is the primary governing body of Marshall Elementary School. The purposes of the 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 Marshall community.
- B. To encourage a community-wide dedication to lifelong learning.
- C. To work to involve the entire diverse Marshall community in decision making with a focus on parental involvement.
- D. To promote a safe, positive, and productive learning and working environment.
- E. The Marshall Elementary 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. This scope will expand as TUSD policies allow for expansion. Future areas should automatically be included in the decision making policies of the Site Council.

ARTICLE IV MEMBERSHIP AND TERMS OF OFFICE

The Site Council will be made up of 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 member (non-voting).
- B. One (1) Facilitator.
- C. A minimum of two (2) Parents. A parent must have a child who attends Marshall Elementary School and may not be a Tucson Unified School District employee working at Marshall 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 Site Council.
- D. A minimum of two (2) Teachers. The number of teacher participants must be in equal number to the number of parent participants.
- E. One (1) support staff member from the Classified/Custodial/Food Services/Monitors employee group at the school.
- F. One (1) Community Representative from the community at large. 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 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 (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 Marshall Elementary Site Council, as well as, an advisor.
- B. Site Council vacancies will be communicated to all Constituency groups during the third quarter.
- C. Nominations, 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 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, but must

include a Constituency group member for which there is a vacancy, to oversee the selection of their representative.

- I. The newly elected member 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 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 Marshall Elementary 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 views 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. The 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 Marshall Elementary Site Council members.
- C. The Site 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 Marshall 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 Marshall Elementary School Community is welcome 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. 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 run smoothly with all voices being heard, works with the Principal to communicate Site Council decisions to other interested parties, and makes a monthly report to the faculty at a staff meeting.
- B. The facilitator 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 (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 five (5) working days prior to the next meeting. Any member of the Marshall community can submit an item for the agenda.
- B. The agenda for all Marshall Elementary Site Council meetings will be posted in two areas; the staff workroom for the staff and in the main hallway by the main office for the parents and community, one 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 Marshall Elementary Site Council. If an item is not a Marshall Elementary 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 Site Council By-laws must be ratified by a two-thirds (2/3) vote of ballots cast by the Marshall Elementary School Certified and Classified Staff.
- B. Amendments: Any member of the Marshall Community can propose an amendment to the Marshall Site Council By-laws. Rationale for the proposed amendment will be presented to the Site Council.
- C. The Site Council will decide whether to ratify the amendment by consensus* of the Council, or to call for a vote for the Marshall Community, 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 parents and teachers make up a majority of the quorum.

ARTICLE XIII PERMANENT RECORDS

The Marshall Elementary Site Council shall direct, compile, and maintain the following records:

- A. Master Calendar.
- B. Agendas and minutes of all official action, including the voting record 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.