

W. V. Whitmore Elementary School

School Council Constitution and Bylaws

1. Preamble

- a. Vision The purpose of Whitmore School is to work with families, and the community to meet each child's educational needs, now and in the future. All members of the Whitmore community will work together to help all children develop into responsible, respectful, healthy adults.
- b. Mission Statement: The School Council will be a decision-making group who will work with the Whitmore community to increase student achievement.
- c. Goal: To improve student learning by promoting educational activities that enrich the curriculum and provide each student with the support needed to reach their potential.

2. Membership and Election/Appointment

- a. The School Council shall take into consideration the ethnic composition of the local community and shall consist of the following members as required by A.R. S. #15-351:
 - i. Parents or legal guardians of students enrolled in Whitmore Elementary. A parent or legal guardian who is employed by Tucson Unified School District may serve as a member of the School Council if he/she is not employed at the same school that their child attends.
 - ii. Teachers
 - iii. Noncertified employees
 - iv. Community members
 - v. Principal of the school
- b. The number of teacher representatives and parent representatives shall be equal (except in the event there are not enough volunteers from any one stakeholder group) and will constitute a majority of the School Council Members.
- c. Each group listed above shall select/elect its representative in accordance with the By-laws of School Council. The By-laws of the School Council will determine the number of members for the Council. The school administrator will certify to the Superintendent of designee that the representatives were selected in accordance with the School Council By-laws.
- d. The officers will include a facilitator and a secretary. The facilitator and secretary will be elected from the membership at the first meeting. At least one of these officers shall be a teacher or a noncertified staff person to ensure a close working relationship with the staff and principal at W.V. Whitmore.
- e. Procedures for selecting/electing the W.V. Whitmore School Council are:

- i. Parents shall be notified by the first meeting in April of vacancies on the School Council for the following school year.
 - ii. Teachers and noncertified persons shall be notified of vacancies at the first faculty meeting of the new school year.
 - iii. As needed, ballots will be prepared to make final selections from the available volunteers.
 - iv. Member selection will occur annually.
 - v. In the event there are fewer volunteers than vacancies, School Council shall have the authority to appoint members with a majority vote of the School Council.
- f. All resignations for future school years are to be submitted no later than the April School Council Meeting. This shall allow School Council ample time to announce vacancies prior to the following school year.
 - i. School Council will accept Nominations Annually for vacant positions.
- g. It is advised that School Council members serve for a two-year term to provide continuity from year to year.

3. Overview of the Governing Structure

Whitmore School Council

Faculty – Staff
Administration
Students – Families

School Council
(Representative)

Ad Hoc Committees
As Needed

4. Attendance at School Council Meetings

- a. **Non-Member Attendance:** Non-voting members may attend any School Council meeting and be recognized by facilitator following Open Meeting Law.
- b. **Member Attendance:** Regular attendance or notification of absence is required. Nonattendance for three consecutive meetings may imply an inability to serve. The facilitator will contact the said member to determine his/her intent to serve.
- c. **Ad Hoc Committee Attendance:** Committee designated representatives will attend at their own discretion or at the request of the School Council.

5. Vacancies and on the School Council: Vacancies that occur during the school year will be advertised. Elections will be held as outlined in the membership/election section. Each stakeholder group will elect its own representative.

6. Duties of the School Council

- a. Determine how the duties of the committee will be shared among the members of the School Council (i.e. taking minutes, Chair, etc.). The School Council will act in compliance with the state guidelines, ARS 13 351 354, TUSD Board Policy, goals, philosophy and mission statements of Whitmore Elementary School and Consensus agreement.
- b. Decide to refer issues to Ad Hoc Committees (such as student achievement and tax credit monies).
- c. Act on issues and/or recommendations of Ad Hoc Committees.
- d. Decide when a call for consensus is appropriate on any issue by the whole or any of the Whitmore School Council.
- e. Post minutes of each School Council meeting on the two community bulletin boards for review by the Whitmore School Council.

7. Agenda

The School Council will determine the agenda for meetings to include: the Aforementioned duties of the School Council as listed in section 6, attendance, review of minutes, non-members' comments, announcements, and other issues deemed necessary by the School Council.

8. Methods of Operations - Consensus

- a. 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.
- b. Each member of the School Council and the facilitator shall have one vote.
- c. If a vote is taken and if consensus is met, the issue passes. If consensus is not met, the issue will be referred back to the originating subcommittee for revisions and/or reconsideration.
- d. Use of Consensus: All decisions of the School Council and recommendations to School Council from the Ad Hoc committees will be reached by consensus and a formal vote will be taken for record keeping purposes.

9. Committees

- a. Ad Hoc Committees will be decided by the Whitmore School Council.
- b. Committee members of the Ad Hoc Committee will be selected through recruitment and/or a call for volunteers. Each subcommittee will be chaired by a member of the

School Council.

10. Relationship of Site Administration and School Council

- a. The Principal attends and participates in school council meetings.
- b. The Principal implements policies approved by the school council in accordance with all State Statutes and Board Policies.
- c. The school council and principal collaborate to develop school council meeting agendas.
- d. The school council and principal collaborate to communicate actions of the school council to stakeholder groups.
- e. The school council and principal review those policies and expenditures that are designed to improve student performance.

11. Relationship with Central Staff/Stakeholder Groups

- a. The school council and principal communicates with TUSD Central Administration. (as needed).
- b. The school council and principal communicates with education interest Groups such as Tucson Education Association, (TEA) School Community Partnership Council (SCPC), District Advisory Council (DAC), Parent/Teacher groups, and Student Advisory Council (SAC).

12. Appeal

Procedure for appeal by the Whitmore Community

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

- a. All appeals must be submitted in writing.
- b. Appeals must have 75% approval of the constituency.
- c. The council will act on the appeal in a timely manner.
- d. Successful appeal will require 75% vote of the council.

13. Constitution and Bylaws: Procedures for Actions

- a. Constitution and Bylaws Adoption: To take effect, this document must be ratified by a two-thirds vote of the ballots cast by the W. V. Whitmore School Council.
- b. Amendments
 - i. Any member of the W. V. Whitmore School Community can propose an amendment to the W. V. Whitmore School Council.
 - ii. Rationale for the proposed amendment will be presented to the School Council.

- iii. The School Council will decide whether to adopt the Amendment. Specific stakeholder groups will amend their own amendments.