

Erickson School Shared Decision-Making Constitution/Bylaws

Article 1 – PHILOSOPHY

The School Council shall implement the mission and philosophy of Erickson Elementary School. This shall be accomplished through the cooperative efforts of school personnel, parents, students and community members. The principal of Erickson will be responsible for enforcing decisions of the Erickson School Council.

PHILOSOPHY STATEMENT

Erickson Elementary School will provide successful experiences for each student. Each child is unique and will be given opportunities to develop and experience a wide range of intellectual, cultural, social, recreational and civic interests so that each may become a productive and responsible member of society.

ARTICLE 2 – MISSION STATEMENT

The purpose of Erickson’s School Council is to increase student achievement using collaborative decision-making relationships between the school and neighborhood community while promoting lifelong learning and the value of the ROARing Approach: Approach: Respect: Organization, a positive Attitude, and Responsibility.

Article 3 – THE PURPOSE OF SHARED DECISION-MAKING

TO SHARE RESPONSIBILITY FOR EDUCATIONAL IMPROVEMENT GOALS:

- To improve the effectiveness, productivity, and professional practices of employees.
- To improve student learning by creating environments responsive to diverse student needs.
- To enrich the educational climate.
- To encourage commitment and involvement by the extended community.

Article 4 – MEMBERSHIP OF THE SCHOOL COUNCIL

THE SCHOOL COUNCIL SHALL CONSIST OF THE FOLLOWING VOTING REPRESENTATIVES.

Parents and certified staff will have an equal number of representatives and constitute the majority of members. Vacancies that occur during the year will be filled by the Council from recommendations of a subcommittee developed by the Council. Representatives unable to fulfill their

obligation need to submit a letter of resignation in writing to the Principal and Facilitator.

PARENTS

The Principal and School Council members shall ask for recommendations from diverse sources for parent participants. The number of parents shall equal the number of voting certified staff and be selected from the recommended group.

CERTIFIED STAFF MEMBERS

The principal will meet with the faculty to select the certified membership. The team should be comprised of:

One certified voting member per **Primary and Intermediate** level (PreK-5)

One certified member at large

CLASSIFIED STAFF MEMBER

The Principal will meet with the classified staff members to elect one representative to serve on the Council.

COMMUNITY REPRESENTATIVES

One to three community members shall be selected by the Council upon recommendations from a sub-committee developed by the Council.

ONE SCHOOL ADMINISTRATOR AS CHIEF EXECUTIVE ADVISOR, who votes in the event of a second tie, enforces decisions of the Council and regularly communicates with the Council regarding activities, concerns, etc. of Erickson Elementary and surrounding community.

Article 5 – PROCEDURES FOR THE ELECTION OF COUNCIL MEMBERS

- Each constituency group shall be responsible for electing its own representatives. There is no limit to the number of terms a Council member may serve.
- Council positions will be communicated to all voting bodies by the second week of each school year.
- The term of office for the Council will be one calendar year beginning September 15 through September 14 of the following year. No person elected shall represent more than one group at a time.
- At the first meeting following September 15 the Council members will decide which officers are needed and how they will be selected.
- The Facilitator shall be elected from the team.

- Elected Council members are expected to attend all meetings during their term of office. Two consecutive unannounced absences by any member shall result in loss of membership. The above process will select replacement members.
- In the event of a recall each constituency group will conduct the recall in accordance with their own predetermined guidelines.

Article 6 – MEETING GUIDELINES

- The School Council will meet once per month, or a minimum of four times per school year, for one hour. Meetings shall follow TUSD Board policy and state and federal guidelines.
- The School Council shall establish, maintain, and publish a master calendar of School Council events for each fiscal year.
- Items for the agenda shall be submitted in writing to the Facilitator at least five business days prior to the next meeting. These items may be submitted from an individual, the PTA, Teacher Assistance Team, Safety Committee, or any organized community group or parent group.
- The School Council shall approve minutes and take attendance of School Council members.

Article 7 – RESPONSIBILITIES

THE SCHOOL COUNCIL WILL:

- Promote decisions consistent with the school goals, philosophy, and mission statement.
- Fulfill the duties prescribed in A.R.S. §15-351, the rules of the State Board of Education, and the TUSD Governing Board.
- Communicate effectively with and represent the constituency from which the Council member is elected.
- Each member is responsible for attending all scheduled meetings. In the event of an absence, the member must report their absence to the Facilitator at least one (1) hour before the scheduled start of the meeting.

THE FACILITATOR WILL:

- Facilitate Council meetings.
- Provide input on Council goals and mission.
- Contribute to discussions and decisions of Council.
- Ensure that Council works within the parameters of the Constitution and follows the mission statement as set by the Council.
- Vote on motions brought before the Council.

- Record and transcribe the minutes from each School Council meeting.
- Distribute minutes to all Council members and post for community review.
- Construct and post agenda for each meeting.
- Compose an article to be included in the monthly “Roadrunner Review”.
- Maintain a file for all official records.
- Fill out reports as needed or requested by administrator or Joint Committee.
- Serve as liaison to school administrator, staff, parents, and community.

Article 8 – SHARED DECISION-MAKING SHALL OCCUR WITHIN THE SCOPE OF EXISTING TUSD POLICY IN THESE AREAS:

Staffing: The Council will have one representative on each teacher interview team. A Council member representing each constituency group will serve on an interview team for any administrative position.

Discipline: A Council representative will serve on any cadre formed to address discipline issues.

Professional Development: A cadre will be formed with at least one Council member serving on the cadre. The purpose of this subcommittee will be to organize topics of professional development pertinent to Erickson.

Accountability: A Council representative will serve on any cadre formed to address instruction issues.

Tax Credit: A cadre will be formed with at least one Council representative.

Attendance: The Council will be kept apprised of issues concerning truancy and attendance.

Safety: A cadre will be formed with at least one Council member to develop and practice safety guidelines.

Quarterly reports from the above subcommittees will be submitted to the Council on a quarterly basis. Constituency groups will be consulted as needed regarding decisions to be made by the Council. This input will be considered when decisions are made. This scope will expand as TUSD policies allow expansion. Future areas should automatically be included in the decision-making policies of the School Council.

Article 9-VOTING

At all meetings of the School Council, each member of the Council shall have one vote.

QUORUM [A quorum is the minimum number of Council members who must be present for the valid transaction of business].

- At least 75%, but not less than 6 voting Council members must be present or constitute a quorum in order to transact business.
- Once the quorum is established, a simple majority [50% + 1] of the voting members of the School Council is needed to pass a proposal.
- The facilitator of the Council may vote on all actions placed before the Council. In the event of a tie, a ten minute discussion will be followed by another vote. In the event of a second tie, the school administrator will cast the deciding vote.
- In the event of an announced absence, Council members for any Study/Action agenda item can submit a written proxy.

Article 10 – APPEAL

Procedure for appeal by the Erickson community:

A Council decision may be appealed according to the established procedures: The Procedures for Appealing a Council Decision are:

- All appeals must be submitted in written petition format within five business days to the facilitator.
- Appeals must have 75% approval of the constituency.
- The Council will act on the appeal in a timely manner.

Article 11-PERMANENT COUNCIL RECORDS

THE COUNCIL WILL MAINTAIN ALL OFFICIAL RECORDS

The School Council shall direct, compile, and maintain the following records for the previous and current term:

- Annual calendar of events, monthly calendar, and agendas of meetings.
- Minutes of all official actions on each agenda item including a record of the voting count.
- Attendance of School Council members at Council meetings.
- Other records as required by subsequent action of the Council.
- Membership of current cadres and their recommendations.

Article 12-AMENDMENTS

The constitution/bylaws of the School Council shall be subject to amendment. Amendments must be approved by a two-thirds (2/3) vote of the school community present. Notice of this meeting and the proposed changes will be posted at least one week before voting. Any member of the school community may propose an amendment.

Article 13 –RELATIONSHIP WITH EXISTING SCHOOL ORGANIZATIONS:

Organizations functioning within and impacting upon Erickson (PTA, Neighborhood, etc.) shall make bi-annual reports to the School Council regarding their goals/objectives and programs towards these goals. These organizations include but are not limited to the following:

Student Council
PTA

Neighborhood Association
YMCA

Article 14-RATIFICATION OF THE CONSTITUTION

The ratification of the constitution of the Council shall be effective upon 75% of the votes cast by the staff and parents who are present.