

# Robison Elementary

## School Council By-laws

### Article I

#### A. Mission Statement:

Robison Magnet International Baccalaureate School creates a globally minded community of inquirers who are respectful, caring, knowledgeable and understanding of all cultures, thus creating a more peaceful world.

### Article II

#### A. Purpose:

Through this school council, faculty, staff, parents and community members will be involved in making decisions that are in the best interest of our students' scholastic achievements and personal growth.

### Article III

#### A. Membership:

1. The number of representatives of teachers and parents/legal guardians of pupils enrolled at the school shall be equal and will constitute a majority of the school council members. Every effort will be made, through elective membership, to reflect the ethnic diversity of the Robison Magnet Elementary School community.
2. The School Council shall consist of the following members as required by A.R.S. 15-351:
  - a. Parents or legal guardians of pupils enrolled in the school. A parent or legal guardian who is employed by Tucson Unified School District may serve as member of the School Council if he/she is not employed at the same school that their child attends.
  - b. Teachers (every effort will be made to include representation from primary, intermediate and special education.)
  - c. Classified employees
  - d. Community members
  - e. Principal of the school
3. The school council shall be composed of a maximum of 12 members.
4. Members of the school site council will be elected by a majority of votes cast by the Robison faculty and staff at the end of the year staff meeting. Parents/legal guardian members will be elected by the PTO at their first meeting of the year.

#### B. Period of Service and officers:

1. The principal will be a permanent member of the school council.
2. Period of service for other members of the school council will be for two years with no term limits.

3. The officers of the school council shall consist of a facilitator and a secretary. These officers shall be selected by the membership of the school site council.

**C. Functions of the school site council:**

1. Representative body of stakeholders at the school site.
2. Collaborative decision-making body working together to improve student performance.
3. Informed body that ensures that federal and state laws, district and school policies are implemented.
4. Proactive body which utilizes school data to improve student performance, forms committees and task forces, researches, develops, and implements site specific proposals, innovations, and polices.

**D. Responsibilities of members:**

1. The members of the site council are responsible for communicating and obtaining information from their respective groups. Community members should be communicating with the community at large. Members are also responsible for relating the input they receive to the school council.
2. Interview panels for selection of administration positions at the school must be authorized by the majority of the school council and may include teachers, classified staff, parents, and community members.
3. The site council shall strive to make decisions that will positively impact the educational process and student performance.
4. The site council shall compile and maintain the following records
  - a. Minutes of all official meeting (posted on website by secretary).
  - b. Agenda for each meeting
  - c. A roster of current site councils members
  - d. By-laws
  - e. Annual calendar of events and dates of scheduled meetings
  - f. Annual reports on student performance
  - g. Financial records related to school site council business
  - h. Constitution/by-laws
5. The school site council maintains a (301) classroom site fund goals/Arizona school improvement plan (301/ASIP), and accreditation goals, as appropriate, with the dates of school council approval.
6. The school site council make policy for the school in accordance with Federal law, site statutes, and TUSD board policies.
7. The school site council approves the allocation of unallocated state tax credit funds.
8. The school site council submits the annual report to the joint committee for Site Decision Making.

**Article IV – Decision Making Process**

**A. Quorum**

A quorum consisting of 50% plus one of all council members must be present to conduct business.

**B. Consensus**

A consensus of all members present at each meeting will be necessary to approve any motion. If a consensus cannot be reached the issue will be taken back to the school community for additional input and feedback, and or addressed by a sub-committee to further consider the issue. The issue will then be brought before the council for final approval. **The principal will enforce and carry out decisions made by the site council ensuring that the stakeholders will take responsibility for their part.**

**C. Vacancies**

The school site council shall select a new representative to complete the term of service for any vacancies.

**D. Resignation**

1. A school council member may resign at any time by giving written notice to the facilitator. Unless otherwise specified, the resignation shall take effect immediately.
2. The facilitator will give notice directly to the principal.

**E. Committees**

1. The school site council by, resolution, may create various committees and provide them with power and authority.
2. The school site council may dissolve various committees and revoke their power and authority.

**F. School Administration**

1. Robison Elementary Magnet School's administration shall faithfully implement the policies, resolutions, and decisions of the school site council.

**G. Decision Making Authority**

1. The school site council will adhere to all state and school board policies regarding decision making.

**Article V - Meetings**

**A. Authority to act**

1. As an legislative authority of Robison Magnet Elementary School, the school site council shall make policy for Robison Magnet Elementary School but shall defer to the faculty, staff and administration the day to day operations.

2. The school site council shall retain supervisory powers to ensure that its policies, resolutions, and decisions are implemented.
3. For any action, the school site council may refer final decision making authority to any and/or stakeholder groups. The school site council shall determine the procedures for the referendum.

**B. Conduct**

1. Meetings shall be conducted in accordance with applicable laws, rules and policies.
2. Any question of procedure not otherwise covered shall be covered by Robert's Rule of Order or a procedure determined by the school site council.

**C. Attendance**

1. Non-elected members of the Robison Magnet Elementary School community may attend any school site council meeting and express concerns as recognized by the facilitator.
2. Regular attendance or notification of absence is required of school site council members. Missing three consecutive meetings may result in a request for a written resignation.
3. Members of standing or ad-hoc committees who are not members of the school site council may attend at their own discretion or at the request of the school site council.

**D. Schedule**

1. The school site council may hold special meetings as deemed necessary and shall hold regular meetings at least once a quarter during the school year. The date, hour and place for each regular meeting shall be determined annually by the school site council. Faculty, staff and parents will be notified of regular meeting dates and time.

**E. Agenda**

1. Development of the agenda for the school site council is the responsibility of the principal and facilitator.
2. All members of the administration, certified staff, classified staff, students, parents and community shall submit their proposed items for the agenda to any school site council member.
3. All items submitted for the agenda shall be in writing and provided at least three working days prior to the next meeting.
4. Agendas will be posted in public areas at least 24 hours before the meeting, as per open meeting laws.

**Article VI - Amendments**

**A. Proposed changes**

1. The constitution/by-laws of the school site council shall be subject to alteration within the limits of applicable laws, statutes, or rules.
2. Amendments to this constitution/by-laws may be proposed by a consensus of the present members of the school site council.

**B. Ratification**

1. The ratification of this constitution/by-laws of Robison Magnet Elementary school shall be effective upon a consensus by the Robison Magnet Elementary Magnet school site council.

Revised 4/2013