

**SCHUMAKER ELEMENTARY SCHOOL
SITE COUNCIL
CONSTITUTION AND BY-LAWS**

I. PURPOSE

The Site Council is the legislative body of the school making shared decisions to carry out the mission of Schumaker Elementary School. This shall be accomplished through the cooperative efforts of school personnel, parents, students, and community members.

Mission Statement of Schumaker Elementary School:

The mission of Schumaker Elementary School is to promote the intellectual and emotional growth of all children in a safe, peaceful learning environment where diversity is appreciated and the love of learning is fostered.

II. DUTIES

1. To fulfill the duties as prescribed by the Arizona Revised Statutes 15-351.
2. To share responsibility for educational improvement.
3. To improve the effectiveness and professional methods of all employees.
4. To improve student learning by creating environments responsive to diverse student needs.
5. To enrich the educational climate.
6. To encourage commitment to and involvement by the extended community.

The Site Council shall be responsible for making decisions supporting the goals as established by Article I addressing those issues, property, and interests of the school, and may exercise all powers that may be granted to any such Council except those powers limited by applicable laws. Personnel matters shall follow TUSD Board policy and state and federal guidelines.

The Site Council will promote decisions consistent with school philosophy and mission statements.

The Site 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.

The Site Council will effectively communicate with and represent the constituencies from which the members were elected.

The Site Council is responsible for updating and maintaining the school's Accountability Plan.

The Site Council shall establish and maintain for each school year a master calendar of Council meetings/events.

III. MEMBERSHIP

The Site Council shall consist of the following representatives:

PARENTS

4 parents of students enrolled in the school and not school district employees.

CERTIFIED STAFF

4 teachers

Every effort will be made to achieve a balance between Primary and Intermediate.

CLASSIFIED STAFF

2 educational support staff members

STUDENTS

1 member of the Student Council

COMMUNITY REPRESENTATIVES

2 members of the local community

FACILITATOR

1 Site Council member elected to the position by the Site Council

PRINCIPAL

As the Executive Officer of the school, the principal is a voting member of the Site Council and Standing Committees but is restricted from serving as an officer for the Site Council.

The Site Council will establish permanent Standing Committees to include:

--Staffing

--Finance

--Curriculum

and may establish ad-hoc committees as needed. This scope should expand as TUSD policies allow. Future committees will automatically be included in the decision-making process of the Site Council.

One member of each Standing Committee shall be a Council member designated as a liaison between the Council and the committee.

IV. ELECTIONS

Each constituency group shall be responsible for electing their representatives. With the exception of Student Council, this will be done by May 1 of each year. All election results must be clearly documented and presented to the Facilitator to be added to the Site Council agenda for the May meeting. The Student Council will elect their representative at the beginning of the school year.

The term of office will be one academic year beginning on the date of the May Site Council meeting through the May meeting of the following year.

Members will serve for one year with the possibility of being re-elected for no more than 2 consecutive years unless no others from that constituent group have requested to be placed on the ballot.

No person elected shall represent more than one constituency group.

At the May Site Council meeting, the following officers shall be elected:

Facilitator

Secretary

Treasurer (when needed)

V. RESIGNATIONS AND VACANCIES

Any Council member may resign at any time by giving written notice to the Facilitator. Unless otherwise specified in the written notice, the resignation shall take effect upon receipt of the notice.

Any Council vacancies arising during the term will be communicated within two weeks to the constituency affected by the vacancies. The affected constituency will seek a replacement through an election.

VI. CONDUCT AND ATTENDANCE

If a member of the Council knows that he/she will be missing a meeting, it is the member's responsibility to notify the Facilitator prior to the meeting. Two consecutive absences without prior notification will result in that position being declared vacant and action taken to fill that position through an election. If a member misses three consecutive meetings, the Facilitator will inquire about that member's intention to continue serving on the Council.

Any member who will be absent from a meeting may vote by a written proxy submitted to the Facilitator.

If the Facilitator will be absent from a Site Council meeting, the Facilitator will select a Site Council member to run the meeting.

VII. MEETINGS AND VOTING

The Council shall have regularly scheduled monthly meetings throughout the school year. The Facilitator reserves the right to call meetings of a special or emergency nature. Special meetings can be called by the Facilitator or 4 members of the Council.

All meetings will be conducted in accordance with Arizona Open Meeting Law and all other applicable State laws, as well as R7-2-101 of the State Board Rules. Any

question of procedure not otherwise covered by statute, State Board rule, or the current edition of Robert's Rules of Order shall be governed by TUSD policies.

Members of the administration, staff, parents, and students may submit items for the agenda to the Facilitator or any member of the Council. Items submitted for the agenda shall be in writing and dated and must be submitted at least one week prior to the next scheduled meeting.

Each member of the Council shall have one vote.

The Facilitator will only vote in the case of a tie.

To hold a meeting, a simple majority of the voting members of the Council is required.

A simple majority of the Council members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business.

VIII. APPEAL

Adopted rules of procedure of the Council may only be suspended by a 2/3rds vote of the Council members.

All appeals must be submitted in writing two weeks prior to a Site Council meeting in order to be added to the agenda.

Any appeal included on the meeting agenda may be presented orally to the Site Council by up to three people for a maximum time of ten minutes total.

The Council will act on the appeal at the next Council meeting at the latest.

Successful appeal will require a two-thirds vote of the Council.

IX. OFFICIAL RECORDS

The Council will maintain all official records including the following:

- Calendar of meetings
- Agendas of all meetings
- Minutes of all official action taken on each agenda
- Attendance at Council meetings
- All current committee memberships and functions
- Such other records as required by subsequent action of the Council

Records will be kept in the school office.

X. AMENDMENTS

The Constitution and By-laws of the Site Council shall be subject to alteration by amendment.

Amendments must be approved by a vote of two-thirds of the Site Council provided that notice of the meeting and the proposed changes are set forth in writing at least two weeks prior to voting. Any member of the school community may propose an amendment.

XI. RATIFICATION OF THE CONSTITUTION

The ratification of this Constitution of the Site Council shall be effective upon two-thirds of votes cast of the entire faculty and staff.

THE CONSTITUTION AND BY-LAWS WERE RATIFIED ON: April 17, 2001.

THE CONSTITUTION AND BY-LAWS WERE APPROVED BY THE SCHUMAKER SITE COUNCIL ON: April 17, 2001.

Amended on March 12, 2007