

Valencia Middle School

Site Council By-Laws

Article I Philosophy

The Site Council shall implement the mission and philosophy of Valencia Middle School. This shall be accomplished through the cooperative efforts of school personnel, parents, students and community members.

Article II Mission Statement

We exist to build positive, equitable, engaging, and high-quality instruction and learning for our students so that they can succeed and exceed in school and life with a strong work ethic, academic values, and accountability for their actions.

Positivity

Respect

Integrity

Dedication

Excellence

Article III Purpose

The purpose of these by-laws is to provide a framework for site-based decision making. It is the goal of the people who wrote these by-laws to include as many participants as possible in the decision-making process to reach a majority consensus on short- and long-term objectives for Valencia Middle School.

Article IV Council Membership

A. Pursuant to the Arizona State Statutes, a Site Council must have an equal number of teachers and parents of pupils who attend the school and who are not employees of the school district. State Statutes also require that the teacher and parent groups together must comprise a majority of the Site Council. The Valencia Middle School Site Council will consist of:

1. Principal
2. Certified Staff
3. Non-certified Staff
4. Parents
5. Community Members
6. Business Members if available will be appointed by the Principal.

B. Selecting Members

1. Representatives will be selected by their groups in the manner determined by the Site Council.
2. Each group specified in subsections IV-B shall select its representatives and shall submit the names of its respective representatives to the principal for appointment to the Site Council
3. Selection of representatives and officers should be completed in April or May for the next year. Officers shall be selected by the membership of the Site Council from the membership of the Site Council.
4. Length of terms not to exceed four years. Site Council may fill vacancies that occur during the year by appointment.

C. Meetings will be held at least once per quarter and more frequently if when required.

D. Attendance at Site Council Meetings

1. 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 Rule of Order shall govern Tucson Unified School District policies. Adopted rules of procedure of the Council may not be suspended except by a two-thirds vote of the Council members present.
2. Non-Member Attendance Non-voting members may attend any Site Council meeting and express concerns as recognized by the Facilitator.
3. Member Attendance Regular attendance or notification of absence is required. Non-attendance for three consecutive meetings may imply an inability to serve. A representative of the Site Council shall approach said member to determine her/his intent to serve.
4. Standing and Ad Hoc Committee Chair Attendance Committee Chairs or their designated representatives will attend at their own discretion or at the request of the Site Council.

Article V Roles and Responsibilities of Site Council

A. Promote decisions consistent with school goals, philosophy and mission statement.

- B. Fulfill 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.
- C. The principal will implement decisions made by the Site Council. The Site Council will establish and maintain documentation of all decisions voted on by the Council.
- D. Effectively communicate with and represent the constituency from which the Council member was selected.
- E. Review Site Council bylaws annually.

Article VI Council Meetings

- A. **CONDUCT OF MEETINGS** All meetings are open to any interested party from the affected community, and the agenda will be posted 24 hours in advance of meetings in the school's front office. Everyone will have an opportunity to express ideas and opinions freely. The agenda, meeting date, and time will be posted prior to the meeting. The posted agenda will be adhered to during the meeting according to state law.
- B. **INITIATIVES** The council shall have the authority to recommend changes in school policies and procedures. Upon approval of an initiative by the site council, the council shall present the initiative to the affected community by means of newsletters or meetings. The appropriate council members from each group shall present the initiative to their corresponding group by whatever means deemed appropriate by such members.
- C. **CONSENSUS** occurs when the group reaches a conclusion, which has blended the best ideas into a decision that everyone in the group can support. If consensus is met, an issue passes. If consensus is not met, an individual may choose to step aside and allow the issue to go forward.
 - 1. Should immediate action be required on a particular issue and there is no consensus, majority vote will be taken, and objections noted with the vote total.
 - 2. At all meetings of the Site Council, each member of the council, including the facilitator, shall have one vote.
 - 3. A quorum (2/3 of the members) is needed before any item may be voted on or any transaction of any business may occur.
 - 4. Unless a resolution is reached, a tie vote will be tabled to the next scheduled meeting
- D. **APPEAL** Individuals in the affected community reserve the right to appeal initiatives adopted by the council. If 30% of the members of the affected community disagree with an initiative adopted by the council, they have the right to appeal and put the initiative to

a majority vote of the affected community. The vote shall be taken at a meeting or by ballot.

- E. AGENDA The agenda for the following month will be set during the last ten minutes of each meeting. Any council member or anyone affected in the community by council decisions may place an item on the agenda by notifying the principal or the facilitator prior to the scheduled meeting date.

Article VII Permeant Council Records

The Site Council Facilitator will maintain all official records. The Site Council Facilitator shall direct, compile and maintain the following:

- A. Agenda of meetings.
- B. Minutes of all official action on each agenda.
- C. All current committees with memberships and resolution which mandates scope of service.
- D. Attendance at Council meetings.
- E. Such other records are required by subsequent action of the Council.

Article VIII Establishing Committees

- A. COMMITTEES – The Site Council may from time to time, designate from among its members, various standing committees, and may also designate from among its members and non-members, such other committees as the Site Council may deem desirable, and such powers and authority as may be provided in a resolution. The council has the authority to establish any and all committees to accomplish designated goals and objectives and to abolish said committee(s) when the work of the committee(s) is accomplished. Each committee shall serve under the expectations of the Site Council.
 - 1. The following committees may be established as appropriate:
 - a. Hiring
 - b. Budget
 - c. Curriculum
 - d. Agenda (includes the facilitator and the site administrator)
 - 2. Other committees may be established as needed.
- B. SELECTION OF MEMBERS FOR STANDING AND AD HOC COMMITTEES

Method of selection of committee members will be determined by the Site Council through any of the following procedures:

1. Recruitment
2. Volunteer
3. Election

Article IX Ratification

To take effect, this document must be ratified by a two-thirds vote of the ballots cast by the Valencia Middle School Shared Decision-Making Community.

Article X Amendments

- A. Any member of the Valencia Middle School Decision-Making Community can propose an amendment to the By-Laws. Rationale for the proposed amendment will be presented to the Site Council.
- B. The Site Council will decide whether to ratify the amendment by consensus of the Site Council or to call for a vote of the Valencia Middle School Decision-Making Community, with a two-thirds vote of the ballots cast needed to ratify an amendment.