

Collier Elementary School

School Site Council Bylaws

I. Preamble

A. Collier Mission Statement

All students learn in a positive. Supportive environment. Students are taught to think creatively, to collaborate, and to problem solve successfully. In a complex, changing, and culturally diverse world. Cooperative partnerships among families, staff, and students promote success and a sense of community.

B. Goal of Collier School Site Council

Make decisions in the best interest of student achievement through student, staff, and parent involvement. School improvement will be consistent with Collier Elementary School's mission statement.

C. Definition of "Collier School Community"

The Collier School Community includes the students, parents, faculty, community, staff, and principal of Collier Elementary School.

II. School Site Council

A. Definition of the School Site Council

The School Site Council is a representative body of people who are derived from the Collier School Community according to articles II.B and II.C The School Site Council is the primary governing body of Collier Elementary School.

B. Membership of the School Site Council

1. The School Site Council will be comprised of not less than seven and not more than thirteen members wherein:
 - a. Number of teachers equal number of parents
 - b. Number of teachers plus number of parents equal the majority
 - c. Parent representatives may not work for TUSD
 - d. Community diversity will be strived for
 - e. Only one member per household may serve on the School Site Council during the same term.
2. The School Site Council will be comprised of members drawn from each of the following constituency groups:
 - a. One Principal
 - b. Classified Staff representing Teaching Assistants, Monitors, and Office Staff

- c. Two Parents
- d. Two to five Teachers
- e. One Community Member
- f. Family Engagement Coordinator

C. Procedures for Selecting School Site Council Members

- 1. School Site Council vacancies will be communicated to the Collier School Community through newsletters, website, and posting by a. April 15 (or the closest business day thereafter) of the spring semester or b. as needed when vacancies arise. Nominations will be accepted for the following two weeks. Elections will be closed ballot on or about May 10 or within ten days of the close of nominations.
- 2. Each constituency group will elect its School Site Council representatives
- 3. The Community Member shall be elected by a simple majority vote of the sitting Council members upon the receipt of membership application following notification per section II.C.(1) and II.F.

D. Terms of Office

- 1. The principal will be a permanent member of the School Site Council
- 2. All other members will serve a term not to exceed two years. Members cannot be elected for a consecutive term. After one year away from School Site Council a member may serve again.

E. Attendance at School Site Council Meetings

- 1. Non-member attendance: Non-Member members may attend any School Site Council meeting and express concerns and opinions when recognized by the facilitator.
- 2. Member Attendance: Regular attendance or notification of absence is required. Non-attendance of three consecutive meetings implies an inability to serve. A representative of the School Site Council shall approach said member to determine his/her intent to serve. An exception is if the member is called to active government service.
- 3. Community Member may serve two or more terms.

F. Vacancies and Replacement on the School Site Council that occur during the school year will be advertised and filled according to Section II.C.

G. Duties of the School Site Council are promulgated by A.R.S.15-351 and by TUSD Board Policy 1115. In addition, the duties shall include and not be limited to the following:

- 1. Determine how the duties of the committee will be shared among the members of the School Site Council (i.e. taking minutes, facilitator, etc.)
- 2. Determine the method of membership of committees on a case-by-case basis.
- 3. Act on issues not referred to committees and act on recommendations of committees.

4. Decide when input is appropriate on any issue by the whole or any part of the Collier Elementary School Community.
5. Minutes of each School Site Council meeting will be publicly posted at Collier Elementary School.

H. Meetings of the School Site Council

1. The School Site Council meetings will be held no less than four times per year. Additional meetings may be called as necessary. Meeting dates, times, and places will be determined by the consensus of the School Site Council members.
 2. The Collier School Community will be notified of meetings through parent and staff newsletters, school website, and postings in the building.
 3. Notification of meetings will be in accordance with the Arizona Open Meeting Law. (A.R.S. 38-431.02)
 4. A quorum of members must be in attendance to hold a meeting. A quorum shall be achieved by having a simple majority present.
- I. Agenda for School Site Council Meetings will be determined by the School Site Council to include: the aforementioned duties of the School Site Council as listed in Article II.G, attendance, review of minutes, non-members comments, announcements, and other issues deemed necessary by the School Site Council.

III. Methods of Operation

A. Consensus

1. Consensus occurs when a group reaches a conclusion, which has blended the best ideas into a decision that everyone in the group can support.
2. The Site Council shall strive to reach consensus on every issue; however, in the absence of a consensus a vote shall be taken and a simple majority shall prevail.

B. Constitution and Bylaws: Procedures for Action

1. Ratification: to take effect, this document must be ratified by a two-thirds vote of the ballots cast by the Collier School Site Council.
2. The School Site Council will decide whether to ratify any amendment by two-thirds majority of the School Site Council.

IV. Committees: any number of committees as needed

A. Types and Areas of Responsibilities for Standing Committees can include:

1. Finance/Special Programs: fundraising, special funds (grants), performances and fine arts, residencies
2. Communication/training: between school and district, between school and community/businesses within the Collier School Community, school calendar, visitors, staff training

3. Curriculum: content, record keeping (grades, portfolios, etc.), testing and data analysis, academic programs, school improvement plan, extended day (hours, procedures, curriculum)
 4. Facilities: school aesthetics, school environment, school safety and plans, facility use areas, maintenance
 5. Procedures: scheduling, elections, student code of conduct, district job descriptions and guidelines for certified personnel, staff hires and staff position changes, interviewing prospective employees
 6. Student Council
- B. Selection of Members for Committees
1. Decided by the School Site Council
 2. Method of selection of committee members will be determined by the School Site Council through any of the following procedures: recruitment, volunteer, election.