

Peter Howell Elementary School Site Council Constitution/Bylaws

I. Preamble

A. Peter Howell Vision

Our mission is to develop global citizens by providing opportunities that support students in reaching their greatest potential.

B. Peter Howell Mission

We envision Peter Howell as a dynamic learning environment.

* Please see our Collective Commitments – the actions the adults take to make sure we are making our Mission and Vision possible. (Attachment)

C. Peter Howell Site Council Goal

The Goal of the Peter Howell Site Council is to make decisions in the best interest of student achievement through student, staff, and parent involvement. School improvement will be consistent with our vision statement.

II. School Council

A. Definition

The School Council is the primary governing body of Howell School. The School Council is comprised of nine (9) people who are elected from the Howell School Community according to articles III.B and III.C. The School Council makes policy decisions for the school in accordance with Administration Regulations, Board Policies, state law and consensus.

B. Membership

Pursuant to Arizona State Statutes, a School 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; the teacher and parent groups together must comprise a majority of the School Council; a good faith effort will be made to ensure that the ethnic diversity of the community will be reflected within the School Council team.

The School Council shall be limited to:

Facilitator

Principal

Two Parents

Two Certified Staff Members

*consisting of at least one primary teacher and one intermediate teacher

Two Classified Staff Members

One Community Representative

No member shall represent more than one group at a time.

III. Procedures for Election of Members

1. Each constituency group will elect their own School Council members.
 - A. The two parent positions will be elected by the parents of Howell Elementary School.
 - B. The two certified positions will be elected by Howell Elementary certified staff members.
 - C. The two classified positions will be elected from Howell Elementary classified staff members.
 - D. The Community Representative must live within Howell Elementary attendance area and will be elected by a majority vote of the School Council.
2. Electing the School Council Members
 - A. School Council vacancies will be communicated to all voting bodies by the first week of March.
 - B. The Site Council facilitator will accept nominations in writing through the third week of March.
 - C. Confirmation of nominees will take place the fourth week of March. Ballots will be prepared and distributed by the first week in April.
 - D. Election of School Council members by secret written ballot will take place during the second week in April. The Election Committee will count ballots.
 - E. The facilitator will be elected each year from among the Site Council members by secret ballot in May at the first meeting with newly elected members. The facilitator will then assume duties for the following school year.

3. Terms of Office

- A. The Principal will be a permanent member of the School Council.
- B. The term of office for all other members, except the community member, of the council will be two calendar years beginning the May meeting at which they are elected / installed and ending the May meeting during the school year 2 years following. Members can be elected for no more than two consecutive terms with one year off before serving again.
- C. Attendance at School Council Meetings.
 - i. Members must notify the facilitator or principal if unable to attend a scheduled meeting. Non-attendance for three consecutive meetings will result in a removal from Site Council. The facilitator shall call for the proper election to be held. The newly elected member shall serve out the term of the member he/she replaces. If the vacancy occurs within the last nine weeks of office, the constituency group can appoint a replacement to complete the term.
 - ii. Non-voting members may attend any School Council meeting and express concerns as recognized by the facilitator during the call to the audience.
 - iii. Committee Chairs or their designated representatives will attend at their own discretion or at the request of the School Council.
- D. Any member of the School Council may resign at any time. Any School council vacancies shall be communicated to the facilitator who shall call for the proper election to be held. The newly elected member shall serve out the term of the member he/she replaces. If the vacancy occurs within the last nine weeks of office, the constituency group can appoint a replacement to complete the term.
- E. The Community Member will be asked at the end of every year if they wish to continue serving on the School Council. If the Community Member does not wish to continue to serve, the School Council will recruit a community or business member from the area to fill the vacancy.

IV. Duties and Powers

The officers of the School Council shall consist of a facilitator and a recorder and such other officers as the School Council may deem advisable. These officers shall be selected by the membership of the School Council.

The duties of the facilitator shall include, but are not limited to setting the meeting agendas, maintaining neutrality, providing an equitable process, initiating a process for discussion, clarifying comments and proposals, calling for votes, and ensuring that records of all formal actions are entered into the School Council notebook to be located in the school office and available to all members of the school community.

The duties of the recorder shall include but are not limited to recording the minutes of each meeting and the members in attendance, maintaining records of all votes and actions, and entering all written records into the School Council notebook.

A. Principal

The role of the school principal includes but is not limited to attending all meetings, serving as a source of information, guidance, resources and training for the School Council; assuring that 301 goals and objectives are assessed; helping the School Council to assess curriculum and programmatic needs and enforcing decisions of the School Council.

B. Committees

The School Council may designate from among its members and non-members, which shall include parents and staff, such other committees as the School Council may deem desirable. Each committee shall serve at the pleasure of the School Council and shall report to the School Council any recommendations or proposals. Unless previously empowered by the School Council, all decisions made by a committee must be presented to the School Council for approval.

V. Meetings

A. Conduct

Meetings shall be conducted in accordance with the Arizona Open Meeting Law and all other applicable state laws and will follow Roberts Rules of Order. Any question of procedure not otherwise covered by statute, State Board Rule, or Tucson Unified School District policies shall be governed by the current procedure of the School Council and may not be suspended except by a quorum vote of the entire School Council.

B. Schedule and Notification of Meetings

The School Council shall hold meetings during the school year at least once a quarter and/or as often as it may determine necessary. The facilitator shall post the date, place and time of scheduled meetings. Each School Council will determine the frequency, dates and times of regular meetings at the beginning of each new term of office. The Peter Howell Shared Decision-Making Community will be notified of regular meetings through parent and staff newsletters, as well as posted, as required by the Open Meeting Law. When special meetings are necessary notification will be made according to Open Meeting Law

C. Agenda

Development of the agenda is the responsibility of the facilitator and the principal. Any member of the School Council may submit items for the agenda. Other members of the administration, staff, parents and community may submit items for the agenda to any member of the School Council to be forwarded to the facilitator for inclusion on the agenda. All agenda items must be received by the facilitator no later than one week prior to the date of the meeting.

D. Quorum/Voting

A majority of all members of the School Council must be present to constitute a quorum for official business. Each constituency except for the community member must have a least one member present when a vote is called. Each voting member has one vote. To pass a proposal, a quorum of the voting members of the council present at a meeting is required. The facilitator ***may*** vote on all resolutions placed before the School Council. If a tie vote occurs another vote will be taken after further discussion. If another tie occurs the issue will be tabled to the next scheduled meeting.

E. Calendar

The School Council shall enter all meeting dates and elections in the Howell Elementary School master calendar of events.

VI. Constitution and Bylaws: Procedures for Action

A. Ratification

The ratification of the Constitution/Bylaws of the Peter Howell School Council shall be effective upon a quorum vote of the School Council members present.

B. Amendments

Any member of the Howell Community can propose an amendment to the Howell School Council Bylaws. Rationale for the proposed amendment will be presented to the School Council. The School Council will refer for ratification any proposed amendments to any constituent group deemed appropriate. The School Council shall determine the procedures for the ratification vote. Amendments are adopted by a quorum vote of the School Council.

Collective Commitments

At Peter Howell Elementary School we are committed to striving for excellence by continuing to focus on the important work of...

- nurturing, supporting, and valuing students
 - growing professionally
 - embracing change
 - using the TUSD curriculum and resources to create effective and engaging lesson plans
 - keeping a positive attitude and persevering in the face of adversity
 - embracing curiosity and critical thinking
 - creating a safe, healthy, and positive learning environment
 - supporting the love of learning for parent and child from early childhood throughout adulthood
 - making data driven decisions with the whole child in mind
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- fostering a growth mindset
 - being on time
 - making no excuses
 - creating positive relationships and keeping open communication with all stakeholders
 - collaborating with and being responsible to each other
 - celebrating high aspirations
 - fostering empathy, perseverance, and critical thinking
 - maintaining a collaborative, interdependent community that encourages respect, trust, and mutual responsibility
 - encouraging students to take responsibility for their own learning through data talks

(Attachment)