

# LINEWEAVER ELEMENTARY SCHOOL

## Lineweaver School Council Bylaws

### School Council Mission:

Official body of stakeholders who support the mission of the school and student achievement, advise the principal, and manage undesignated tax credit funds.”

#### I. Preamble

- a. “Our Lineweaver Community” refers to all Lineweaver students, parents/guardians, faculty, staff, community members and businesses within the Lineweaver Elementary School service area. Our school site-based leadership team, required under ARS 15-351 and TUSD (Tucson Unified School District) Board policies shall be named the Lineweaver School Council.
- b. Purpose of Lineweaver School Council
  - i. To promote unity of the Lineweaver Community toward achieving the school mission.
  - ii. To promote mutual planning amongst the Lineweaver Community and to help develop the School Council document.
  - iii. To serve as a shared decision-making body for the site and for the principal who shall enforce School Council decisions.
  - iv. To provide a mechanism for representing and addressing the concerns of all Lineweaver Community members.
  - v. Support District goals

#### II. Team Composition

- a. The Lineweaver School Council shall be made up of the following voting members.
  - i. Between 3 – 5 parents or guardians of children enrolled in the school
  - ii. One (1) community member representing a business or the community at large
  - iii. Between 3 – 5 certified members
  - iv. One (1) classified member
  - v. Principal
  - vi. Facilitator: The Facilitator will serve as a voting member for his/her constituent group
- b. When possible, the School Council will include representation from:
  - i. All educational programs
  - ii. Grades K-2 and Grades 3-5
  - iii. School demographics

#### III. Team Selection

- a. Between three -five (3-5) certified representatives will be selected by certified employees in an equitable method adopted by them.
- b. Between three – five (3 – 5) parent representatives will be selected in an equitable, inclusive method. The method will be decided upon by the PTO (Parent Teacher Organization) President or designee, parent stakeholders, Site Council Facilitator and Principal. The

- number of parents and certified representatives will be the same. If there are three certified members, then there must be three parents, four certified members and four parents, etc.
- c. One community representative will be appointed by the principal with the advice and consent of the School Council
  - d. One classified member will be selected by the classified employees in an equitable method adopted by the classified employees themselves.
  - e. The principal will serve as an automatic member of the School Council and oversee the budget with advice from the staff, PTO and School Council
  - f. The facilitator should be a certified School Council member (if possible) and voted on by the current School Council. The facilitator will serve as a voting member for his/her constituent group. The elected facilitator should be a Council member continuing his/her term of service. The Council facilitator's election should take place in March by current and newly elected council members, to give time for the newly elected facilitator to train under the existing facilitator.
  - g. A letter and/or email should be sent in January of each year notifying each constituent group the number of vacancies needed to be filled for the following year. Each constituent group (PTO/parents, classified and certified) should select representative(s) and notify the facilitator of the results by the end of March.
  - h. For introduction and transition purposes of new members, their attendance shall be requested at the May meeting. New member's terms will begin August 1<sup>st</sup>.

#### IV. Terms of Service

- a. Representatives should serve a 24-month term from August 1<sup>st</sup> to July 31<sup>st</sup>. Selected representatives will be encouraged to attend the School Council meetings and planning sessions from their selection until their term officially begins August 1<sup>st</sup>. Terms are limited to no more than two consecutive terms. If a representative does not complete a term, a replacement can be nominated to complete a term as in III above. If representatives choose a second two-year term, they must be re-elected.
- b. Every attempt should be made to replace council members prior to the first meeting of the new school term
- c. If no other replacement is found, then the outgoing member may continue to serve one (1) more year.
- d. Regular attendance or notification of absence is required for School Council members. It is the member's responsibility to notify the School Council facilitator if he/she will be unable to attend a meeting. Non-attendance, without prior notification, for three consecutive meetings may imply an inability to serve. The facilitator of the School Council should, in writing, notify said member to determine his/her intent to serve.

#### V. Operations

- a. Meetings will be held periodically, but not less than 4 times per school year. All meetings will be announced, and an agenda will be posted at least 24 hours in advance. Any member of the school community may request to be included on the agenda. To be included on the agenda, the speaker must contact the facilitator at least one week prior to the meeting. Speakers will be encouraged to be concise in their presentations.

- b. A Master calendar of planned meetings, minutes of meetings, planned agendas and all other postings must be posted in a public place at the school. Approved written minutes will be made available within three days of approval.
- c. A review of current School Council Bylaws and norms are to be reviewed by the School Council during the first meeting of the school year in August.
- d. All School Council meetings are open to anyone interested. School Council meetings are subject to the State of Arizona Open Meeting Laws.
- e. A quorum of at least half of the School Council must be present to conduct business.
- f. Assuming a quorum is present, the School Council will prioritize the agenda for that meeting. It is possible that not all matters on the agenda will be addressed. Any item may be postponed, but not for more than three meetings.
- g. The School Council will strive for consensus decisions, however if consensus is unobtainable, a vote will be taken. All School Council members should vote on all items requiring a vote. Passage on an issue decided by vote shall be by simple majority.
- h. Meetings will be presided over by the School Council Facilitator. The School Council Facilitator is selected in March of the preceding year by a vote of the incoming and current members of the School Council. As soon as possible, the incoming facilitator should attend facilitator training in-service. An alternative Facilitator is chosen by the School Council to preside if the Facilitator cannot be present.
- i. The School Council Secretary shall be selected at the beginning of the term by a vote from the existing members. Records and postings of all the proceedings should be kept by and are the responsibility of the School Council Secretary and/or Facilitator. Minutes should include attendance and non-attendance, topics being discussed or tabled, decisions made and vote counts. The minutes of the meeting in draft form should be posted within three days following the meeting and remain posted until the following meeting and replaced by approved final minutes.
- j. Committees and subcommittees of the School Council may be formed to address the business of the full team by consensus or vote as in Section F above. Meetings, postings of agendas and minutes and other operations of these committees should follow the procedures of the full School Council. Committees will exist only during the current term of the School Council and then must be re-appointed.
- k. A call to the Audience will be scheduled at each School Council meeting. The number of speakers will be limited to the time available (maximum of 10 min) Each speaker will have up to two (2) minutes to present. The Council's response may include, but is not limited to the following:
  - i. An individual may respond to individual criticism
  - ii. Ask staff to review
  - iii. Ask to place the item on the agenda of a future meeting
- l. Procedures for new principal interviews:
  - i. Facilitator is responsible for selecting interviewing committee that shows equity in teachers/parents' ratio, gender, and ethnicity, based on school population (if possible)

- ii. Interview questions are submitted by the School Council based on input from staff and council.
- m. The Council shall create and review collective norms each school year in August for how to conduct business, addressing discussion procedures and respectful interactions.

VI. Ratification and Amendments

- a. Amendments to these bylaws can be proposed in writing by any Lineweaver Community member before the first regularly scheduled meeting in January.
- b. Upon review by the School Council, the final draft of the amendment(s) will be posted for review by all constituency groups for twenty-five (25) days.
- c. Upon the posting period's completion, the amendment can be ratified by a majority vote of each faculty, staff and parent group by whatever equitable method is adopted by the constituent group. Each group will certify their decision by a letter to the facilitator within fifty-five (55) days of the original posting. All three constituency groups must certify a majority in favor of the amendment for the amendment to be considered for ratification. A majority vote of sitting members of the Student Council is needed to ratify the amendment.