

# SCHOOL COUNCIL

## BYLAWS / POLICIES AND PROCEDURES

### I. Purpose

In keeping with the need to continually strive for school improvement and effective schools, and to increase involvement in the decision making process, the Governing Board endorses and supports school councils at each school within the district.

The Governing Board believes that in many areas of school administration, decisions are best made by those most closely involved or affected by the decision. School councils will be involved with school-based decision-making, a process whereby representatives from staff, parents, community, administration and students (at the high school level only) work together to arrive at decisions, which are effective for the school. The primary focus of school based decision making is directed toward the benefit of the students in general and organization as a whole. The principal will identify topics appropriate for school council consideration.

Decisions made by the school councils must be within the areas designated as appropriate and must be within a series of parameters established by Governing Board policies CFD and CFD-R. Additionally, the decisions must be consistent with the District's Philosophy and Board Educational Goals, be focused on the enhancement of student learning, and must be approved by the principal.

The school councils shall be organized in a manner consistent with A.R.S. 15-351 and with Governing Board Policy CFD.

### II. Membership

#### A. Membership on the Council is as follows:

High Schools

- (1) Principal
- (3) Certified
- (3) Parents
- (1) ESP Member
- (1) member of the community
- (1) student

Elementary/Middle

- (1) Principal
- (2) Certified
- (2) Parents
- (1) ESP Member
- (1) member of the community

Eligibility of membership should be in accordance with the Governing Board policy and Arizona Revised Code.

- B. Term length – Term appointments are for a period of two years. It is the intent that term lengths are set to retain one parent representative, one certified representative, and either the ESP or Community Member rotation for each new year.

### **III. School Community Information and Involvement**

- A. Communications will take place in the form of:
  - Times and dates for all meetings will be available online and posted at least 24 hours in advance.
  - Members shall receive a copy of the agenda 24 hours in advance of the meeting.
  - Council agenda will be posted online and in-person 24 hours prior to each meeting.
  - Minutes will be available to the public on the school website.
- B. School Council members will make themselves available for concerns from their representative groups.
- C. The principal is responsible for the preparation and distribution of the agenda to school council members.
- D. Members may forward items to be considered for placement on the agenda by the principal.

### **IV. Roles and Responsibilities**

- A. It is the responsibility of council members to attend meetings on a regular basis. Council members will notify the principal's secretary in advance of necessary absence from meeting.
- B. The responsibility of each member is to represent both minority and majority concerns of their constituents. Council members should attempt to facilitate issues and concerns through other appropriate avenues prior to submitting issues to the school council agenda. For example, PTO and Faculty Advisory.
- C. Members who are absent may send a substitute as a proxy for discussion and decision making purposes. The substitute must meet membership eligibility criteria as defined by Arizona Revised Code and Governing Board policy.
- D. Unless otherwise designated, the principal will serve as chairperson for council meetings. The principal will designate a recorder for each meeting.
- E. Members who need to be relieved of their obligation to serve should notify the principal as soon as possible. The principal will notify the appropriate representative group of vacancies and request the selection of a new member at the earliest time possible.
- F. Members will make an earnest attempt to share all material and information available to them which is pertinent to council discussions with other council members. Such materials may be forwarded to the principal for duplication and distribution as part of council agenda backup material.

### **V. Meeting Format and Procedures**

- A. All meetings will begin at the agreed upon time unless otherwise noted on the agenda.
- B. All meetings will conclude at the completion of business unless there is a consensus of the council to continue.
- C. Each agenda will include review of past minutes. Approval of agenda and opportunity for comments from guests. Individuals will follow the same guidelines as school board policy.
- D. Observers must identify themselves and their affiliation to the school or community.
- E. Open meeting laws for school councils identified in the Arizona Revised Statutes will be adhered to.
- F. Meeting topics will be identified by the principal as input or consensus items.
- G. Meetings will be cancelled if quorum is not met (at least # members).

## **VI. Decision Making**

- A. A minimum of seventy-percent of the membership must give approval to discussion items for passage of said item.
- B. A member may abstain from voting on issues at his/her discretion.
- C. The Council may table items pending further information.

## **VII. Amendments to Policies and Procedures**

The policies and procedures of the Council can be amended with a minimum of 70% support of the membership.