



# Kyrene Middle School

1050 E. Carver Rd. Tempe AZ  
85284

## *Kyrene Middle School Site Council By-Laws*

### **Purpose**

The purpose of the Kyrene Middle School Site Council is to:

- Consider issues important to staff, parents, and community at large
- Serve in an advisory capacity to the principal
- Review school goals and annual plans
- Promote positive public relations for the school
- Determine the use of tax credit donations
- Make decisions that directly impact student learning

### **Membership**

#### Section 1: Membership Composition

The composition of the KMS Site Council shall consist of at least the following members:

Certified staff	3
Parents	3
Classified staff	1
Community members/Business partners	1
Administrator	1

#### Section 2: Membership Terms

KMS Site Council Members serve no fixed term. Members hold office as long as they choose and so long as they remain in good standing. New members may be recommended to the Site Council by any Council member. Current Site Council members vote on new members. New members will be introduced to all council members. New members need to receive a majority of votes to officially join the Site Council.

### **Responsibilities**

#### Section 1: Roles

Roles for each Site Council Meeting shall be Facilitator, Recorder, and Timekeeper.

#### Section 2: Definition Of Roles

The following are important roles and responsibilities for council meetings:

#### ***Facilitator***

- Principal or designee will serve as the Facilitator
- Moves the meeting along according to the agenda
- Focuses the group on the topics at hand and discourages extraneous discussion
- Encourages participation by all members; deliberately elicits opinions from those reluctant to speak
- Protects individuals from criticism or personal attack
- Suggests strategies and methods to resolve complex issues
- Summarizes what others have said and reviews decisions



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## ***Recorder***

- Takes minutes of what takes place at the meeting
- Checks for accuracy, occasionally asking the group if what is being recorded clearly matches the collective memory of what has happened
- Organizes ideas, decisions, and accomplishments
- Copies important material that may have been recorded on charts
- Prepares or submits minutes in a timely manner

## ***Timekeeper***

- Keeps track of timelines allowed for each agenda item
- Provides reminders to the group when time allotment is about to expire
- Seeks approval from the group to extend beyond the allowed time limit for a specific item
- Assesses how well the group has kept time limits

## ***Group Member***

- Contributes to group discussion
- Maintains focus on agenda items
- Encourages all members to participate
- Actively listens to what others are saying
- Works to achieve consensus
- Maintains a positive productive attitude

## **Meetings/ Agendas**

KMS Site Council will compile a tentative agenda for the next Site Council meeting at the conclusion of each meeting. Items for the next meeting agenda should be suggested at the end of each meeting. If an item needs to be added, it should be communicated to the principal at least 48 hours prior to the scheduled meeting. If the agenda is a full agenda, the site council members will decide when the item can be addressed and if time allotments for other items need to be adjusted to include the new item. The Site Council meeting notice will be shared publicly 24 hours prior to the meeting.

## **Attendance**

KMS Site Council members are expected to be in attendance at all regular or additionally scheduled meetings for each academic year. A KMS Site Council member will notify the principal prior to any foreseen absence from regular or additionally scheduled meetings. The need to leave early from a regular or additionally scheduled meeting shall be disclosed at the beginning of the meeting. If a member is chronically absent, the principal will contact the member to discuss future participation on the Site Council.

## **Amendments To By-Laws**

Amendments may be made by the consensus of the KMS Site Council. Any community member may propose a change in By-Laws.



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## **Decision Making Model**

Consensus will be used for decision-making. There must be a quorum (5 or more; simple majority of mandatory council members) of the Site Council membership in attendance for decision-making.

Consensus means a general agreement. It is a decision in which key points of view have been integrated. All members of the group feel that their ideas have been heard. All members must contribute to the formation of a consensus. Differences are clarified and viewed as helpful to the process. Consensus does not require unanimity, but it must consider all relevant ideas pertinent to an issue. Consensus decision-making requires open and honest communication, a high level of trust, and a belief that issues can be resolved by including a wide variety of opinions.

In working toward consensus, all members of the group have an obligation to explain and clarify their perceptions, convey their feelings, listen carefully to others, maintain flexibility, and be willing to negotiate. Achieving consensus does not mean that a vote has been unanimous, but it is a decision that everyone in the group can live with. Once a consensus is reached, all members agree to take responsibility for implementing the final decision.

## **Tax Credit Oversight**

In compliance with ARS 43-1089.01, the Site Council shall determine how tax credit contributions received by the school are to be used at Kyrene Middle School. Site Council will vote on tax credit expenditures during regularly scheduled meetings as much as possible. If a vote needs to take place prior to a scheduled meeting, the principal will send out a description of the expenditure and the total cost, as well as a form for each member to vote on the request.