

Hollinger K-8 Site Council Bylaws

I PHILOSOPHY

The Site Council shall implement the mission and philosophy of Hollinger K-8. This shall be accomplished through the cooperative efforts of school personnel, parents, students and community members.

PHILOSOPHY STATEMENT

The staff, parents, and students of Hollinger K-8 accept and share the responsibility for the development of all who, as diverse individuals, strive for excellence, become life-long learners and make positive contributions to our community.

MISSION STATEMENT

The purpose of Hollinger K-8 is to provide a meaningful learning environment for students in transition between childhood and adolescence.

THE PURPOSE OF SHARED DECISION-MAKING

TO SHARE RESPONSIBILITY FOR EDUCATION IMPROVEMENT.

GOALS

- A. To improve the effectiveness, productivity and professional practices of employees.
- B. To improve student learning by providing creative environments responsive to diverse student needs.
- C. To enrich the educational climate.
- D. To encourage commitment to and involvement by the extended community.

II COUNCIL MEMBERSHIP

- A. The Site Council shall be an ethnically balanced representative body of 5-20 selected and/or voluntary members.
- B. Membership of the Site Council may include representatives from the following constituencies (hereby referred to as “the constituencies” throughout the remainder of this document:

1. Principal
2. Certified Staff (1-5) with a minimum of one representative representing elementary and one representing the middle school grades
3. Parents (1-5), including one representative from the Hollinger Parent Group, and not employed by TUSD
4. Classified Representatives (1)
5. Students (1-3), including one representative from Student Council (optional)
6. Community Members (non-Hollinger parents) (1-3)

- # of teachers = # of parents
- # of teachers + # of parents = majority
- Parent representatives may work for TUSD, at least one should not.
- Members represent communities' ethnic make-up

C. Meetings will be held each month during the school year unless otherwise scheduled by the Site Council

D. Selecting Site Council Members

1. Representatives will be selected by their groups in the manner determined by the Site Council.
2. Each group specified in subsections II-B shall select its representatives and shall submit the names of its respective representatives to the principal for appointment to the Site Council
3. Selection of representatives and officers should be completed in April or May for the next year. Officers shall be selected by the membership of the Site Council from the membership of the Site Council.
4. Length of terms not to exceed three years. Site Council may fill vacancies that occur during the year by appointment.
5. In order to maintain continuity, membership vacancies will be staggered.

E. Attendance at Site Council Meetings

1. Non-Member Attendance
Non-voting members may attend any Site Council meeting and express concerns as recognized by the Facilitator.
2. Member Attendance
Regular attendance or notification of absence is required. Non-attendance for three consecutive meetings may imply an inability to serve. A representative of the Site Council shall approach said member to determine her/his intent to serve.
3. Standing and Ad Hoc Committee Chair Attendance
Committee Chairs or their designated representatives will attend at their own discretion or at the request of the Site Council.

**III
RESPONSIBILITIES**

THE SITE COUNCIL WILL:

- A. Promote decisions consistent with school goals, philosophy and mission statement.
- B. Fulfill duties prescribed in article XI of the Arizona constitution, title 15 of the Arizona Revised Statutes, the rules of the State Board of Education and the TUSD Governing Board.
- C. Effectively communicate with and represent the constituency from which the Council member was selected.
- D. Review Site Council bylaws annually.

**IV
DECISION MAKING**

- A. Consensus occurs when the group reaches a conclusion, which has blended the best ideas into a decision that everyone in the group can support. If consensus is met, an issue passes. If consensus is not met, an individual may choose to step aside and allow the issue to go forward.
- B. Should action be required on a particular issue and there is no consensus, majority vote will be taken and objections noted with the vote total.
- C. At all meetings of the Site Council, each member of the council, including the facilitator, shall have one vote.
- D. Council members present shall be deemed sufficient to constitute a quorum for the transaction of any business.
- E. Unless a resolution is reached, a tie vote will be tabled to the next scheduled meeting.

**V
COMMITTEES**

- A. None of the committees (standing or other) shall be created until such time as the Site Council deems an individual committee is necessary.
- B. One member of each standing committee shall be a council member designated as a liaison between the council and the committee.
- C. There will be six Standing Committees and any number of Ad Hoc Committees as needed.

D. Types and Responsibilities:

1. Standing Committees
 - a. Finance/Special Programs
 - Fund raising (not PTA connected)
 - Special Funds (Grants, Coke Fund, etc.)
 - PTA funded programs
 - Performances
 - Residencies
 - b. Communication/Training
 - Between school and district
 - Between school and community/businesses within the Shared Decision-Making Community
 - School Calendar
 - Mediation
 - Visitors
 - In-services
 - Staff Training
 - c. Curriculum
 - Content
 - Record keeping (grades, folder, portfolios, reading records, etc.)
 - Academic Programs (K-8, GATE, TWDL, University of Arizona)
 - School Improvement Plan
 - Extended Day (Hours, Procedures, Curriculum)
 - d. Facilities
 - School Aesthetics
 - School Environment (playground, patio, and desert lot)
 - Facility Use areas (basements, cafeteria, ramada, room assignments, health and safety)
 - Maintenance
 - e. Procedures
 - Scheduling (school day, teaching assistants, hours, specialists)
 - Child Study
 - Elections
 - Discipline
 - District job descriptions and guidelines for certificated/classified personnel
 - Staff hires and staff position changes
 - Interviewing prospective employees
 - f. Student Council

DI. Selection of Members for Standing and Ad Hoc Committees

1. Ad Hoc committees to be decided by the Site Council.
 2. Method of selection of standing and ad hoc committee members will be determined by the Site Council through any of the following procedures:
Recruitment
Volunteer
Election
- F. When a committee is formed, the committee needs to submit in writing a statement of purpose to the Site Council record keeper.

VI
CONSTITUTION: PROCEDURES FOR ACTION

A. Ratification

1. Final draft of bylaws, along with the meeting date, will be published and posted for review by the constituencies at least 30 days prior to the meeting for ratification vote.
2. To take effect, this document must be ratified by the constituencies. Ratification of the Site Council bylaws shall be effective upon a 2/3 vote of the constituencies present.

B. Amendments

1. The constitution/bylaws of the Site Council shall be subject to amendment. Amendments must be approved by a two-thirds (2/3) vote of the constituencies present.
2. Final draft of the proposed amendment, along with the meeting date, shall be published and posted for review by the constituencies at least 30 days prior to the meeting for amendment vote.
3. Any member of the constituencies may propose an amendment, which shall be submitted in writing to the Site Council.

THE Hollinger K-8 CONSTITUENCIES RATIFIED THESE BYLAWS ON
(Month, Day, Year) August 30, 2022.

**VII
PERMANENT SITE COUNCIL RECORDS**

THE SITE COUNCIL WILL MAINTAIN ALL OFFICIAL RECORDS.

The Site Council shall direct, compile and maintain the following records:

- A. Annual master calendar of events and meeting agendas.
- B. Minutes of all official action on each agenda, including the voting record of each council member, and attendance at Site Council meetings.
- C. All committee reports shall be retained in the official records of the Site Council.
- D. Other records as required by subsequent action of the Site Council.

**VIII
RELATIONSHIP WITH THE SCHOOL SITE ADMINISTRATOR**

The Principal shall be a member of the Site Council. The decisions and recommendations of the Site Council shall be implemented by the Principal, under his/her authority as outlined in ARS Sec. 15-353 concerning the responsibilities of carrying out his/her duties.

**IX
ENFORCEMENT OF SITE COUNCIL DECISIONS**

The Site Council shall make policy for Hollinger K-8, but shall defer to the faculty, staff, and administration on the day-to-day operations of the school. However, the Site Council shall retain such supervisory powers to insure that its policies, resolutions, and decisions are implemented.

**X
RELATIONSHIP WITH EXISTING SCHOOL ORGANIZATIONS**

- A. The Site Council will be independent of other site and community organizations, and will act in accordance with federal laws, state statutes, and TUSD board policies.
- B. The Site Council will cooperate with other site organizations and/or committees (examples would include, but are not limited to Hollinger Parent Group, student council, TEA and TUSD administration) to promote the welfare of the school and community.