

# **CARRILLO MAGNET SCHOOL**

## *Constitution/Bylaws*

### **I. PREAMBLE:**

#### **A. Vision Statement**

1. The Carrillo K-5 Magnet Elementary School will provide a *culturally sensitive and secure* environment, which nurtures the social, emotion, physical, aesthetic, and intellectual needs of children through developmentally appropriate practices.

#### **B. Goal**

1. 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.

2. The Shared Decision-Making Community includes the parents, faculty, staff, and principal of Carrillo Magnet School

### **ARTICLE I PURPOSE**

#### **A. The purpose of these bylaws shall be:**

1. To provide a framework for site-based decision making. It is the goal of the people who wrote these bylaws to include as many participants as possible in the decision making process to reach a majority consensus on short and long term objectives for increasing student achievement at Carrillo K-5 Magnet School.

2. The School Council shall fulfill the duties prescribed in Article XI of the Arizona Constitution, Title 15 of the Arizona Revised Statutes, and the Rules of the State Board of Education.

### **ARTICLE II- SCHOOL COUNCIL MEMBERSHIP**

#### **A. Composition**

1. The School Council shall consist of *at least* the following 9 members. The number of parent representative shall be equal to the number of certified staff members and shall constitute the majority on the Council:

- Teachers
- Parents
- Classified staff
- Community
- Principal

## **B. Manner of Selection**

1. Parent Representatives – at least three
  - a. To include a representatives from the neighborhood communities (neighborhood and extended neighborhood).
  - b. Open membership to be advertised in the school newsletters.
2. Teachers- Three
  - a. To include one primary, one intermediate representative ,one specialist teacher and one resource certified staff
3. Non-certified Staff- One
  - a. To include one member of the classified staff
4. Community member/s:
  - a. To include at least one member from community
5. Principal
  - a. Serve as administrator of the school
  - b. Implement goals and strategic plans of the school
  - c. Implement decisions of school council
  - d. Provide leadership for the school
  - e. Communicate with all stakeholders of School Council
  - f. Shall be a permanent member of School Council
6. Selection Process
  - a. The initial representatives shall be selected at public meetings held at the school site.
  - b. The initial stake holder representatives shall be selected by their stakeholder groups in the manner determined by their own groups.
  - c. (A facilitator/chairperson shall be elected by the majority of the School Council. This position shall be open to any member of the School Council. If this position cannot be filled by election, the principal shall serve in that capacity.)

## **C. Terms**

1. Terms of service for all members of the School Council shall be one year with no term limits

2. The School Council shall determine the date on which the term of service begins
3. The members of the School Council shall assume office the first week of each term of service

**D. Vacancies**

1. Vacancies that occur during the school year will be filled by volunteers of the affected community group per their guidelines.

**E. Removal of school Council Members**

1. Any council member whose conduct is, in the opinion of the affected community group that the council member represents, prejudicial to the welfare of the school, the School Council, or the affected community group represented by such member may be removed from the council by a majority vote of the affected community group that the member represents.

**ARTICLE III. Role and Responsibilities of the School Council**

**A. Officers**

1. School Council shall select from its membership:
  - Facilitator
  - Recorder

**B. Council Members**

1. Attend meetings
2. Send an alternate from the group that the member represents if absent
3. Communicate frequently by sharing with groups they represent
4. Share decisions as to any matters that affect the school, including, but not limited to, school rules and regulations, curriculum, expenditures and policies

**C. School Councils are Subject To:**

1. Principles of ethics and equity
2. Governing Board Policies
3. State and Federal Education Law
4. Open Meeting Laws

**ARTICLE IV- Council Meetings**

**A. Conduct of Meetings**

1. Meetings shall be conducted in accordance with applicable laws, rules, and policies,
2. All meetings are open to any interested party from the affected community
3. Everyone will have an opportunity to express ideas and opinions freely
4. The agenda, meeting date, and time will be posted at least 24 hours prior to the meeting.
5. Any question of procedure not otherwise covered shall be governed by Robert's Rules of Order or a procedure determined by the School Council.

**B. Initiatives**

1. The School council shall have the authority to recommend changes in school policies and procedures.
2. Upon approval of an initiative, the School council shall present the initiative to the affected community by means of newsletters or meetings.
3. The appropriate School Council members from each group shall present the initiative to their corresponding group by whatever means deemed appropriate by such members
4. Individuals in the affected community reserve the right to appeal initiatives adopted by the School Council. If 30% of the members of the affected community disagree with an initiative adopted by the School Council, they have the right to appeal and put the initiative to a majority vote of the affected community. The vote shall be taken at a meeting or by ballot.
5. School council members may refer an initiative for a final-decision making authority to any/and/or all constituent groups. The school council shall determine the procedures for the referendum vote.

**C. Quorum**

1. A quorum will consist of a simple majority (50% +1) of the school council that must be present to pass an initiative.

**D. Voting**

1. Decisions of the School Council will be made by majority rule.
2. Each school council member is entitled to one vote

**E. Schedule**

1. The School council will set a master calendar for school council meetings.
2. All meetings will be announced at least 24 hours in advance to the community.
3. All meetings will be announced to the community in advance.
4. Additional meetings will be scheduled as need to bring closure to a project or issue.

**F. Agenda**

1. Any Council member may place an item on the agenda by notifying the principal or facilitator 48 hours prior to a\the scheduled meeting date.
2. *A School Council mailbox will be placed in the school office and can be used by persons from the affected community to recommend topics for discussion at Council meetings.*
3. The Principal and Facilitator will review the recommendations to place the issues on the agenda.

**F. School Council Record Keeping**

1. The Facilitator and Recorder will be responsible for the calendar year to maintain the records of the school council:  
Minutes of each meeting to include:
  - Attendance
  - Topics discussed
  - Decisions made
2. All current committees with members and resolutions, which mandate scope of service
3. A roster of current school Council members.
4. Master calendar of events
5. An updated School Policy document.
6. An updated School Performance Plan.
7. Annual reports on overall student performance.
8. A copy of current Constitution/Bylaws, including amendments.
9. Documentation that supports the implementation of the standards at each phase.
10. Other records as required by subsequent action of the School council or other official acts

**ARTICLE V Committees**

**A. The School Council, by resolution:**

1. May create various committees and provide them with power and authority.

2. May dissolve various committees and revoke their power and authority.

**B. Committees shall keep a record of their meetings and report to the Facilitator or Principal.**

**ARTICLE VI Amendments**

**A. Proposed Changes**

1. This Constitution/Bylaws shall be subject to alteration with the limits of applicable laws, statutes, or rules.

2. Amendments to these Constitution/Bylaws may be proposed by a majority vote of the present-in-person members of the School Council.

**B. Ratification**

1. The School Council shall refer for ratification any proposed amendments to at least one of the following constituent groups: Certified Staff, Classified Staff, and Parents.

2. The School Council shall determine the procedures for the ratification vote.

**ARTICLE VII Ratification**

**The ratification of these by-laws will be effective upon a majority vote of the Certified Staff, Classified Staff, and Parents of Carrillo Magnet School at a special or regularly scheduled meeting.**

**The Carrillo Magnet School Certified Staff, Classified Staff, and Parents ratified this Constitution/Bylaws on \_\_\_\_\_.**

*Attach member list with signatures and date*

**Member List and Role (2022-23 School Year)**

- Celina Morales** (Facilitator)
- Kirstin Bittel** (Administration)
- Rebeca Stroup** (Magnet Coordinator)
- Savannah Herrera** (Teacher)
- Peter Giaccone** (Exceptional Education Teacher)
- Giovanna Herrera** (Classified Staff)
- Tanisha Tatum** (Parent/Community Member)
- Erin Duffy** (Parent/Community Member)
- Garland Spears** (Parent/Community Member)