

# MILLER ELEMENTARY SCHOOL CONSTITUTION/BYLAWS

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THE MILLER ELEMENTARY COMMUNITY INCLUDING THE  
SCHOOL COUNCIL, CERTIFICATED STAFF, CLASSIFIED STAFF, AND  
PARENTS RATIFIED THIS CONSTITUTION/BYLAWS OCTOBER 13, 2003

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Without changing the intent of the Ratified Document,  
MILLER SCHOOL COUNCIL UNANIMOUSLY APPROVED THIS REVISION  
MAY 3, 2004  
APRIL 21, 2008 (\*indicates revision changes)

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## I. MILLER MISSION STATEMENT

The Miller school community is committed to providing a safe and inclusive environment where every student can thrive academically, socially, and emotionally.

## II. SCHOOL COUNCIL

The name of Miller's Shared Decision-Making Council shall be **MILLER SCHOOL COUNCIL** and functions according to Arizona State Statute, ARS Sec. 15-351, and TUSD Board Policy, ensuring that “individuals who are affected by the outcome of a decision at the school site have an opportunity to provide input into the decision-making process.”

## III. COUNCIL MEMBERSHIP

### A. COMPOSITION

The School Council will be composed of 10 voting members representing the following components of the Miller Community. An equal number of certificated staff and parent representatives constitute a majority of the Council and should reflect the ethnic diversity of the school.

1. The **PRINCIPAL/ ASSISTANT PRINCIPAL\*** shall enforce decisions and recommendations of the School Council under his/her authority as outlined in ARS Sec. 15-353—concerning the responsibilities of carrying out his/her duties. (See VI. Relationship of Site Administration and School Council)
2. 3 **Certificated** Staff selected by the stakeholder group representing:
  - a. 1 Primary Teacher
  - b. 1 Intermediate Teacher
  - c. 1 Other\*
3. 3 **Parents** who have students enrolled at the school and who are not district employees.
4. 1 **Classified** Employee — representing office, teaching assistants, food service, custodial, and monitors. \*
5. 1 **Community Member** recruited as a volunteer from the local business community; from recommendations received from local interest groups; or an interested individual.

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## **B. PROCEDURES FOR SELECTION/ELECTION OF COUNCIL MEMBERS**

1. School Council vacancies will be communicated to all voting bodies by the end of March.
  - a. Miller Parent Newsletter
  - b. TUSD Email
2. The Council Facilitator will accept nominations during the first month of the school year. \*
3. Ballots will be prepared by the Facilitator and distributed to the constituency group.
4. The election of School Council members will be by secret ballot and take place.
5. If there is no more than the required number for representation in each category, one volunteer will be accepted without an election.

## **C. TERMS OF OFFICE**

Length of service for members shall be as follows:

1. The Principal/Assistant Principal will be a permanent member. \*
2. All other members will serve a 2-year term and members may serve consecutive terms if re-elected. \*
3. To terminate service, members must formally submit a resignation in writing to the Facilitator and may do so at any time. \*

## **D. ATTENDANCE**

Regular attendance or notification of absence of members is required. Three unexcused absences will signify that the stakeholder representative is not able to represent their stakeholder group adequately. A letter will be sent from the facilitator to the stakeholder member and group asking for them to choose another representative.

## **E. VACANCIES**

The procedure for filling any vacancies, which may occur throughout the year, shall follow the guidelines as set forth in Article III. B. 1-5 in a timely manner.

## **IV. POLICIES AND PROCEDURES**

- A. Monthly meetings shall be held regularly, August through April with a minimum of 4 per year.
- B. At the first meeting of the school year, a fixed day and time will be determined by the School Council.
- C. Officers will be elected by members of the School Council at the first meeting of the school year.
- D. Members shall elect a **Facilitator** to:
  1. Attend TUSD training in-services, if offered.
  2. Post a Reminder Notice one week prior to each meeting.
  3. Publish and post Meeting Agenda 24 hours before each meeting.
  4. Conduct the meetings in a manner that is conducive to the free expression of ideas and opinions.

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5. Maintain a notebook of School Council records to be kept in the Learning Resource Center for the interested public. Notebook will include:
  - a. Constitution/Bylaws
  - b. Meeting Agendas
  - c. Official meeting minutes with:
    - 1) Motion log
    - 2) Staff Development Plan
    - 3) 301 Goals and Objectives
    - 4) Arizona School Improvement Plan
    - 5) Annual Reports submitted to Joint Council
    - 6) Amendments to Constitution/Bylaws
- E. Members shall elect a Co-Facilitator to conduct business in the absence of the Facilitator.
- F. Members shall elect a **Recording Secretary** to:
  1. Record Minutes of the meetings to include:
    - a. Attendance
    - b. Discussion items on the agenda
    - c. Recommendations of the council
    - d. Action Items on the agendas with resulting decisions.
  1. Post Minutes in a timely manner.
- G. **Recommendations and proposals** may be submitted to the School Council by requesting to be placed on the Agenda with a form returned to the Facilitator 48 hours prior to each meeting.
- H. A **majority** of voting members of the School Council shall be present at any meeting to constitute a quorum for the transaction of business.
- I. Meetings shall operate under the **Open Meeting Law**.
- J. **Special meetings** may be called by the facilitator or by a majority of the members of the School Council.

## V. **ROLES AND RESPONSIBILITIES OF SCHOOL COUNCIL**

- A. Facilitate the implementation of the Miller Mission, Miller Accountability Plan and goals in whatever way deemed appropriate and necessary.
- B. Communicate regularly with constituencies through brief updates at meetings or through written communication when deemed necessary.
- C. Coordinate the development of the Miller Accountability Plan.
- D. Review and evaluate progress of the Miller Accountability Plan.
- E. Create and maintain standing committees, special committees and study groups as necessary to carry out the goals and objectives of Miller Elementary and the Council.
  1. Standing committees include:
    - a. Reading/Writing\*
    - b. Science/Math\*
    - c. Technology

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2. As needed, the School Council will identify special committees and study groups.
  3. Committee member selection will be determined through recruitment and/or volunteers.
  4. Committee Chairs or their designated representatives will attend Council meetings at their own discretion or at the request of the Council.
- F. Assure that decisions made by the School Council are applied and reinforced by the Principal.
- G. Submit an Annual Report as to the programs, activities and actions of the council to the TUSD/TEA Joint Shared Decision-Making Committee.

## **VI. RELATIONSHIP OF SITE ADMINISTRATION AND SCHOOL COUNCIL**

- A. School Administrator attends and participates in School Council meetings.
- B. School Administration implements policies approved by the School Council in accordance with all appropriate State Statutes and Board Policies.
- C. The Council and Administration collaborate to develop School Council meeting agendas.
- D. The Council and Administration collaborate to communicate actions of the School Council to constituency groups.
- E. The School Administration informs the School Council of vacancies in the faculty/staff.
- F. School Council representatives assist in the interview process when filling vacancies in faculty/staff positions.

## **VII. RELATIONSHIPS WITH OTHER SCHOOL ORGANIZATIONS**

- A. School Council policies and their implementation are in accordance with Federal Laws, State Statutes and TUSD Board Policies.
- B. School Council and school Administration communicate needs to TUSD central administration and Governing Board.
- C. School Council and School Administration communicate needs to education interest groups (e.g. TEA, SCPC).

## **VIII. DECISION-MAKING PROCESS**

- A. Miller School Council acts as the primary decision-making body for proposals and recommendations directly affecting the Miller School Community. The Principal will support and carry out the decisions made by the School Council.
- B. Decisions shall be reached by Consensus. This occurs when the Council reaches a conclusion, which has blended the best ideas into a decision that everyone on the Council can support.
- C. The Council shall strive to reach consensus on every issue; however, in the absence of consensus, a vote shall be taken, and a simple majority shall prevail. Each member will have one vote.
- D. 7 members of the School Council constitute a quorum for voting.
- E. Records of School Council decisions will be in the Meeting Minutes and maintained in the Public Miller Council Notebook in the Learning Resource Center.
- F. Upon consensus of the School Council, an issue may be forwarded to the entire Miller Community for a vote by written secret ballot. Issues will be passed by a majority affirmative vote of the ballots cast.

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## **IX. APPEAL PROCESS**

- A.** A Council decision may be appealed according to the established procedures.
- B.** The procedures for appealing a council decision include:
  - 1.** All appeals must be submitted in writing.
  - 2.** Appeals must have 75% approval of the constituency.
  - 3.** The council will act on the appeal in a timely manner.
  - 4.** Successful appeal will require 75% vote of the Council.

## **X. RATIFICATION, REVISIONS and AMENDMENTS of the BYLAWS**

- A.** To take effect, this document must be ratified by a two-thirds majority of the ballots cast by the Miller School Community.
- B.** Any member of the Miller School Community can propose an amendment to the School Council Bylaws.
- C.** Periodic revisions of the wording to clarify intent may take place as needed with approval of the current Site Council. \*
- D.** Rationale for the proposed amendment will be presented in writing to the Council.
- E.** An amendment must be ratified by a two-thirds affirmative vote of the ballots cast by the Miller School Community.
- F.** Voting will be by written ballot.
- G.** Ratification of these Bylaws confirms that this is a Formal Document.

**THE MILLER ELEMENTARY COMMUNITY  
INCLUDING THE SCHOOL COUNCIL,  
CERTIFICATED STAFF, CLASSIFIED STAFF,  
AND PARENTS RATIFIED THIS  
CONSTITUTION/BYLAWS OCTOBER 13, 2003**

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