

Tucson Unified School District
Annie W. Kellond Elementary School Council
By-laws

(Adopted: March 03/02/2021; February 1996; Revised: 9/99, 9/01, 1/14/02, 2/10/03, 10/19/10 - merger of Rogers & Kellond by-laws, 01/20/15 - merger of Corbett & Kellond by-laws)

ARTICLE I- Vision and Mission Statements

- A. **Vision:** A diverse community where all students achieve their full potential through meaningful relationships, and rigorous, enriched instructional practices.
- B. **Mission:** Building an inclusive community to promote academic success and inspire lifelong learners.

ARTICLE II – School Council Purpose

In support of the mission of Kellond Elementary School, the purpose of the School Council shall be:

- A. To adhere to Article XI of the Arizona Constitution, Title 15 of the Arizona Revised Statutes, and the Rules of the State Board of Education. “The purpose of this section is to ensure that individuals who are affected by the outcome of a decision at the school site share in the decision-making process.”

To make recommendations to the Superintendent for submission of the school’s 301 Plan goals, if applicable; to select the school administration as necessary and applicable; and to assist with the allocation of discretionary budget based on the school’s curriculum.

- C. To determine the use of undesignated tax credits at the school as provided by law.

ARTICLE III – School Council Process

All School Council members shall:

- A. Maintain a "students first" mindset when making decisions.
- B. Participate in collaborative problem solving.
- C. Actively listen to others' ideas.
- D. Respect diverse opinions and demonstrate an open mind during discussions.
- E. Represent constituency but support the final consensus/vote of School Council.
- F. Follow the agenda and begin and end meetings on time (ie. 5:00-6:30).

ARTICLE IV – School Council

A. Membership

The School Council shall consist of not less than nine (9) members or more than fifteen (15) members of the following categories:

1. Principal - One (1) total
2. Certified Representatives -
 - a. The number of certified representatives will not exceed the number of parent(s)/guardian(s) on the council (ARS 15-351).
3. Parent/Guardian Representatives- (equal to number of Certified Representatives)
 - a. Parents, grandparents, or legal guardians shall have children who attend Kellond Elementary School.
 - b. A parent, grandparent, or legal guardian who is employed by Tucson Unified School District may serve as a member of the School Council if he/she is not employed at the same school that their child attends.
4. Non-Certified Representatives - At least one (1) and no more than two (2) total.
5. Community Representatives - At least one (1) and no more than two (2) total.

Only one member per household may serve on the School Site Council during the same term.

B. Manner of Selection

1. The Principal shall have an automatic position on the School Council.
2. Each stakeholder group is responsible for the selection of its own membership. The School Council shall take into consideration the ethnic composition of the local community and shall consist of the following members as required by ARS 15-351.
 - a. Certified Representatives - Certified representatives will be selected by written ballot at a faculty meeting, if needed.
 - b. Parent Representatives - Membership for parents will be advertised in the school and/or PTO newsletter. Members will be selected by written ballot during a PTO meeting or school event, if needed.
 - c. Non-Certified Representatives - Non-certified representatives will be selected by written ballot, if needed.
 - d. Community Representatives - Community representatives will include at least one member represented by business people, retired citizens, politicians, or volunteers from the community. Parents and grandparents of current Kellond students will not be included in this group.

C. Officers

1. A facilitator shall be elected by a majority of the School Council from the membership of the School Council at the first meeting of each term of service, which shall be for a period of one year and no more than two (2) years.

2. A secretary shall be selected by the School Council at the first meeting of each term of service, which shall be for a period of one year and no more than two (2) years.

D. Term of Service

1. The principal will be a permanent member of the School Council.
2. School Council members will serve for a two year term (September- the following September), which may be renewed up to one additional term, for a maximum of four (4) years.
3. Officers shall serve a term of one year.

E. Resignation

1. Any School Council member may resign at any time by giving written notice to the facilitator.
2. Unless otherwise specified, the resignation is effective immediately.

F. Vacancies

1. Any vacancy in the School Council shall be filled by the appropriate stakeholder group selecting a new representative to complete the term of service. The vacant position will be filled using the election process outlined in Article IV, section B, Manner of Selection, of this document.

G. Removal

1. A council member can be removed from the council if:
 - a. Their conduct is, in the opinion of the affected stakeholder group that the council member represents, prejudicial to the welfare of the school.
 - b. The member can be removed through the vote of the School Council, or the majority vote of the affected stakeholder group.

H. Committees

1. The School Council, by resolution, may create various committees and provide them with power and authority.
2. The School Council, by resolution, may dissolve various committees and revoke their power and authority.

ARTICLE V- Meetings

A. Conduct

1. Meetings shall be conducted in accordance with applicable laws, rules, and policies.
2. Any question of procedure not otherwise covered shall be governed by a simple majority vote or a procedure determined by the School Council.

B. Quorum

1. A simple majority of the number of Members entitled to vote shall constitute a quorum for the transaction of business at any meeting of the School Council, but if less than such number is present at a meeting, the majority of the Members entitled to vote present may adjourn the meeting from time to time without further notice. Once a quorum is established, it shall be maintained for the remainder of a scheduled meeting.

C. Consensus

1. Definition of Consensus - Consensus occurs when a group reaches a conclusion which has blended the best ideas a decision that everyone in the group can support.
2. Operation/Use of Consensus by Council
 - a. If consensus is met, the decision passes.
 - b. If consensus is not met, the Council may take a variety of actions including:
 - i. Agree to take more time in order to research and discuss ideas for resolving areas of disagreement and bringing the group to consensus.
 - ii. Agree to suspend consensus with a two-thirds majority vote of the entire School Council present in person.
 - c. It will be the School Council's practice not to revisit issues once the Council has considered the issue.

D. Agenda and Notice of Meetings

1. Development of the agenda for the School Council is the responsibility of the Principal and the facilitator.
2. All members of the administration, certified staff, students, parents, and community shall submit their proposed items for the agenda to the Principal and Facilitator.
3. All items submitted for the agenda shall be in writing and provided at least three (3) working days prior to the next meeting.
4. At least two (2) working days prior, but no less than twenty-four (24) hours before a regular or special meeting, the facilitator shall post the agenda, including the date, time, and location of the meeting.

E. Schedule

1. At a minimum, the School Council shall hold quarterly meetings.
2. The date, time, and location for each regular meeting shall be fixed annually by resolution of the School Council.
3. Interim meetings may be called as needed.

ARTICLE VI- Amendments

A. Proposed Changes

1. The By-laws of the School Council shall be subject to amendment. Any member of the school community may propose an amendment to the By-laws. Rationale for the proposed amendment and proposed changes set forth in writing shall be presented at one meeting and then up for a vote at the following meeting, but no less than 24 days.
2. Amendments to the By-laws may be approved by simple majority of the voting Council members present, in person or in real time.

ARTICLE VII- Ratification

To take effect, this document must be ratified by two-thirds vote of the ballots cast by the Kellond Community.