

# Wakefield Middle School School Council Bylaws

RATIFIED : September 25, 2024

## PURPOSE

The Site Council shall implement the mission of Wakefield Middle School. This shall be accomplished through the cooperative efforts of school personnel, parents, students and community members.

## MISSION STATEMENT

It is the mission of our school to help each and every child realize his or her full potential and become a productive and responsible citizen and lifelong learner who is able to use technology effectively and appreciate the multicultural society in which we live as we prepare for the challenges presented by the 21st century.

## VISION STATEMENT

Our vision is to prepare our students for a diverse, academically successful future, with the ability to: collaborate, problem-solve, be creative, and be critical thinkers. We will ensure the success of all students through the delivery of a high-quality standards-focused curriculum which enhances the unique qualities of each learner in order to assure that he/she attains the essential knowledge and skills necessary to move to the next grade level and stay on track for college and career.

## RESPONSIBILITIES

The School Council Will:

1. Promote decisions consistent with school goals, philosophy and mission statement.
2. 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.
3. Effectively communicate with and represent the constituency from which the Council member was selected.
4. Review Site Council bylaws on a regular basis.
5. Cooperate with other site organizations and/or committees to promote the welfare of the school and community.

## COUNCIL MEMBERSHIP

1. The Site Council shall be an ethnically balanced representative body of 7-15 selected, elected and/or voluntary members.
2. Membership of the Site Council may include representatives from the following constituencies (hereby referred to as "the constituencies" throughout the remainder of this document):

- 2.1. Principal or Principal-Designee such as Assistant Principal
- 2.2. Certified Staff (2-4) with a maximum of 2 two representatives from each grade level.
- 2.3. Parents (2-4), a maximum of 2 two representatives from each grade level.
- 2.4. Classified Representatives (1-2)
- 2.5. Students (1-2) (optional)
- 2.6. Community Members (non-Wakefield parents, neighborhood members, cooperating agency representatives, etc.) (1-2)

A quorum for voting is:

# of teachers = # of parents

# of teachers + # of parents = majority

Parent representatives may not work for TUSD - Per ARS § 15-351 B-1

Members represent communities' ethnic make-up

3. Selecting Site Council Members:
  - 3.1. Representatives will be selected by their groups in the manner determined by the Site Council
  - 3.2. Each group shall select its representatives and shall submit the names of its respective representatives to the principal for appointment to the Site Council
4. Length of terms not to exceed three years.
5. Site Council may fill vacancies that occur during the year by appointment.
6. In order to maintain continuity, membership vacancies will be staggered if possible.
7. The principal and/or assistant principal shall be permanent members.
8. Attendance at Site Council Meetings
  - 8.1. Non-Member Attendance: Non-voting members may attend any Site Council meeting and express concerns as recognized by the Facilitator during Call to the Audience.
  - 8.2. 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.
  - 8.3. Members may participate and vote in meetings electronically via phone or video conference as needed.

### MEETINGS

1. Meetings will be held each month during the school year on the third Wednesday of the month at 4:00 PM on the school campus (in person or Zoom), unless otherwise scheduled by the Site Council.
2. The Wakefield Community will be notified of regular meetings through parent and staff bulletins, newsletters, website and posting on campus locations.
3. Notification of Special Meetings will be made.
4. The Site Council will adhere to all open meeting laws.

### DECISION MAKING

1. At all meetings of the Site Council, each member of the council, including the facilitator, shall have one vote.
2. Council members present shall be deemed sufficient to constitute a quorum for the transaction of any business. 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.
3. 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.
4. Unless a resolution is reached, a tie vote will be tabled to the next scheduled meeting.

#### COMMITTEES

1. None of the committees (standing or other) shall be created or dissolved until the Site Council deems it necessary.
2. At least one member of each committee shall be a council member designated as a liaison between the council and the committee.
3. 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, or Election
4. When a committee is formed, the committee needs to submit regular written records or meetings and actions to the Site Council record keeper.

#### AGENDA

1. The agenda for the following month will be set during the last ten minutes of each meeting.
2. Any council member may place an item on the agenda by notifying the facilitator at least 5 school days prior to the scheduled meeting date.
3. The principal and facilitator for the next meeting will review the recommendations to place the issues on the agenda for the meeting.

#### RECORDS

1. The School Council Facilitator will maintain all official records including
  - 1.1. Agenda of meetings.
  - 1.2. Minutes of all official action on each agenda.
  - 1.3. Attendance at Council meetings.
2. Permanent and official records of meeting minutes are maintained by the Office Manager and available to the public upon request at any time.

#### CONSTITUTION/BYLAWS

1. To take effect, this document must be ratified by a two-thirds vote of the Site Council.
2. Any member of the Council can propose an amendment to the Site Council Bylaws and include rationale for proposed amendment.
3. Amendments are adopted by a two-thirds vote of the Site Council.

#### CONFLICT OF INTEREST

1. A parent representatives may not work for the TUSD school they wish to be a member for

2. Members that are related to a candidate, potential vendor or any other entity that may have financial gain are required to disclose relationships. This is the responsibility of the School Council Member to notify the School Council. These people will be recused from discussion and voting on matters relating to the conflict of interest.
3. To ensure quorum on voting matters, if teachers outnumber parents the facilitator will recur themselves first. If any further changes are needed, it will be done at random selection.