

**Pueblo Gardens PK-8 School
School Council
Constitution/Bylaws**

1. Purposes:

- a) To provide advice to the principal and assist in decision-making as advised in TUSD's most current mission as adopted per the school board and district administration.
- b) To stay informed regarding current educational research, related issues and/or programs.
- c) To monitor and assess that the Pueblo Gardens' vision is being carried out.
- d) To encourage and promote parent and community participation at Pueblo Gardens.
- e) To serve as liaison between parents, students and staff.

2. Membership:

- a) Member/s will include the principal, the school counselor, family liaison, equal representatives of certified staff and parents, a minimum of one classified staff member/s, and one member of the community-at-large.
- b) Members will agree to serve a minimum of two school years.
- c) A rotational system of ½ of the most senior parents and ½ of the most senior teachers will be established to assure continuity of the Council. Replacements of vacancies will be limited to the remainder of the term of the vacating member.
- d) Members who fail to follow Member Responsibilities (see Article 5) may be asked to resign by consensus of the Council.
- e) There shall be an equal number of parents to teachers.
- f) There shall be a minimum of 3 teacher members: 1 representative each of grades K-2, 3-5, and 6-8.

3. Selection Process:

- a) The school council will strive for balance and diversity in its makeup.
- b) All new members will be recruited during the first quarter of the school year.
- c) The principal and staff will solicit representatives from the community-at-large. Teachers, classified staff, parents and community members may volunteer or be considered for this position. Should an abundance of volunteers from any category exist, a voting process from current site council members will be utilized to determine the representative.
- d) If the need for a new member arises during the school year, the selection process will apply.

4. Meetings

- a) Meetings will be held quarterly, more often if necessary and/or on an as needed basis.
- b) Notice of all meetings will be given to the Pueblo Gardens Community. All meetings are open to the public. A call to the audience will be made at the beginning of each meeting and is precluded by open meeting laws from being addressed by the Council without being put on as a future agenda. The call will be limited to 10 minutes and subdivided equally according to the number of people wanting to speak, with a maximum of 2 minutes per person. Speaking order will be determined by the order of the speakers.
- c) A facilitator, who will plan the agenda with the principal and other members of the Council, will lead meetings. The Council chairman is the school principal.
- d) All decisions will be made by consensus of the members, through a process of discussion, deliberation and compromise. All consensus decisions require an affirmation of support from all members present.
- e) If consensus cannot be reached, a decision will be made by a majority vote (2/3) of all active members present.
- f) Committees may be formed as needed and will report to the Council. Non-members may serve on committees, as approved by the committee chairperson.
- g) Consultants may be invited to participate in meetings as needed.

5. Member Responsibilities:

- a) To base all decisions and actions on improving student achievement for the Pueblo Gardens community.
- b) To adhere to a code of conduct that allows for effective and respectful communication during discussions and the consensus process.
- c) To attend regularly scheduled meetings. Council must be notified of a pending absence. So as not to affect the attendance of members, each member will choose an alternate who will attend the meeting in the event that the designated member is not able. If a member has more than 3 unannounced absences, the member will be dismissed from the site council; the site council will then make an appointment. Exceptions to this will be on a case by case basis.
- d) To attend study sessions, read required material, and make informed decisions regarding matters concerning Pueblo Gardens PK-8 School.

6. Constitution and By-Laws: Procedures for Action:

- a) To take effect, this document will be shared with the Pueblo Gardens community via the school website. There will also be one available in the office.
- b) Any members of the Pueblo Gardens community can propose an amendment to Council Constitutions and Bylaws. Rationale for the proposed amendment will be presented to the Council.
- c) The Council will decide whether to ratify the amendment by consensus of the Council. Issues will be passed by majority affirmative votes.

RATIFICATION OF THE BY-LAWS

The ratification of this constitution of the Council shall be effective upon approval of the site council.

DUE TO AN AMMENDMENT, THE PUEBLO GARDENS SCHOOL STAFF AND PARENTS RE-RATIFIED THESE BYLAWS ON _____.

(Month, Day, Year)