

**John B. Wright Elementary School
Shared Decision Making
School Council
Constitution and Bylaws
Updated September 1, 2023**

I. PREAMBLE

A. Mission Statement

At John B. Wright Elementary School we are committed to:

- Increasing students' strengths by building from curriculum standards, critical thinking and inquiry.
- Increasing parental involvement.
- Communicating clearly, openly and honestly.
- Fostering responsible membership in a positive school environment.
- Meeting the needs of students.
- Promoting learning as a lifelong value.

B. Vision Statement

John B. Wright Elementary School is a diverse, collaborative community dedicated to: supporting a peaceful environment of unity and compassion, providing opportunities for success, promoting student achievement and inspiring a desire for lifelong learning.

C. Definition of John B. Wright Community

The Shared Decision-Making Community includes

- Students
- Parents
- Faculty and Staff
- Administration
- Neighborhood Community

II. OVERVIEW OF GOVERNING STRUCTURE

(From TUSD website <http://www.tusd.k12.az.us/contents/govboard/SectC/CFC.html>)

- The Governing Board and administration support the results of School Council decisions and will act to foster creative practice in fulfillment of this concept.
- School Councils will have the discretion in aligning and allocating resources, such as FTE's, Supplies and Materials budget and/or other resources to achieve district and school goals.
- School Councils will have autonomy and flexibility regarding structure of their School Council within requirements of A.R.S. 15-351, 15-352 and 15-353.
- School Councils will communicate within the school, the district and parent community ensuring quality two-way communication.
- Governing Board and administration will allocate adequate supplemental funding, training and support.
- Governing Board-District will provide ongoing, extensive training, and mentoring to develop School Councils.
- The District will provide on-going training for School Councils throughout the year.

III. School Council

A. The School Council is composed of the following members:

- Principal/Administration
- Certified Staff
- Parents
- Classified Staff
- Community Members

*Every effort will be made to ensure that the number of parent representatives will be equal to the number of certified staff representatives.

*The number of classified representatives and community members will not exceed the number of parent and certified representatives.

The school council facilitator position may be held by one member or the position can be held as a co-facilitator position, shared jointly by any member of the team and a certified employee.

B. Procedures for Selecting the School Council Members

1. School Council Vacancies will be communicated to all deciding bodies by the third week of the school year. The deciding bodies are: parents, certified staff, classified staff and community members representing the John B. Wright Neighborhood.
2. Selection of School Council members can be determined by volunteerism or election.
3. The School Council will receive nominations from each needed constituency in writing during the third week of school. Confirmation will be indicated by nominees' signatures on a "Pledge to Serve" form.
4. Ballots will be prepared, distributed and tabulated during the fourth week of school if needed.
5. Vacancies that occur during the school year will be posted and can be filled by volunteerism or election.

C. Terms of Office

1. The Principal will be a permanent member of the School Council
2. All other School Council members will be selected for a two school-year term. Members can be selected for no more than two consecutive terms with one school-year off before serving again.
3. In the event that a member of School Council has concluded two consecutive terms, but there are no others willing and able to serve on School Council, that member may continue as representative if there is consensus within that constituency.

D. Attendance at School Council Meetings

1. Non-member attendance: Non-voting members may attend any School Council meeting and express concerns as recognized by the facilitator during call to audience.
2. Member attendance: Regular attendance or notification of absence is required.

E. Duties of the School Council

It is the responsibility of the School Council to:

1. Adhere to open meeting law
2. Complete a "Pledge to Serve" form and have it on record in the facilitator's notebook
3. Determine how duties of the committee will be shared among members
4. Decide when a vote is appropriate on any issue by the whole or quorum of the School Council
5. Post the minutes of each School Council meeting for the school and neighborhood community to view within 72 hours of the meeting
6. Communicate with stakeholders regularly

F. Meetings of the School Council

1. The School Council meetings will be held no less than once per quarter, but more frequently if needed. Special meetings will be called as necessary. Meeting days, times and places will be determined by the consensus of the School Council members.
2. The John B. Wright community will be notified of regular meetings through parent and staff bulletins. Agendas will be posted 24 hours before a scheduled meeting. Notifications of special meetings will be made as necessary.

G. Agenda for School Council Meetings

The School Council will determine the agenda for meetings. They will take into consideration the aforementioned duties to school council as listed in article III. F. and include: attendance, review of the minutes, non-member comments, announcements and updates, and other issues deemed necessary by the School Council. Agendas will be planned by School Council members at the end of each meeting.

IV. METHODS OF OPERATION

A. Consensus

1. Definition of Consensus: Consensus occurs when a group reaches a conclusion which has blended the best ideas into a decision that everyone in the group can support.

2. Operation of Consensus

a. In the council's deliberation leading to decisions, every member of School Council shall make an effort to come to a consensus. The Facilitator shall ensure that all members of the council are given a fair and adequate opportunity to contribute to all council discussions, especially those leading to decisions. If consensus is met, the issue passes.

b. If consensus is not met, the issue will be re-evaluated. This may include referring the issue back to the originating source(s) or creating a subcommittee for revisions and/or reconsideration.

c. If an individual attempts to "block" the consensus, he/she may choose to step aside and allow the issue to go forward or he/she may continue to block the consensus and the issue will not pass.

d. For an issue to pass consensus, there must be a quorum of School Council members involved in the discussion and process.

e. When the nature of the decision indicates a need for specific feedback or input from the larger shared decision-making community, a survey will be conducted. The feedback and input will be gathered, summarized and presented to the School Council in order for them to reach a decision by consensus.

B. Constitution and Bylaws: Procedures for Action

1. Ratification: To take effect the document and all amendments must be ratified by a two-thirds vote of all School Council members.