

# BY-LAWS

## *Kyrene Monte Vista* **SITE-BASED SHARED DECISION MAKING COUNCIL**

October 2005

### **Purpose**

The purpose of the Monte Vista Site Council is to:

- Chart a vision, mission, and school philosophy
- Consider issues important to staff, parents, and community at large
- Serve in an advisory capacity to principal
- Review school goals and annual plans
- Promote positive public relations for the school
- Determine the use of tax credit donations
- Make decisions that directly impact student learning.

### **Membership**

#### Section 1: Membership Composition

The composition of the Monte Vista Site Council shall consist of an equal number of teachers and parents with each group ranging in numbers as follows:

Certified staff	4
Parents	4
Classified staff	1
Community members/Business partners	1
Administrator	1
Students (optional)	
Total number of members shall range from	10-11

#### Section 2: Membership Terms

Membership will be for two years. Members can serve more than two years if there are no new members through the selection process.

Parent selection to the Monte Vista Site Council shall be by election. Parents shall be provided the opportunity to vote on the Monte Vista Site Council by way of voting ballots. Notification of open positions shall be by special flyer, school newsletter, and school web page. A brief overview of Site Council responsibilities shall be presented in the flyer, newsletter article and web page.

#### Nomination Procedures

- Candidates submit name to school secretary the first week of May.
- Candidates must submit a typewritten statement of explanation on how their membership on the council would benefit the Site Council and Monte Vista students (not to exceed one (1) page. This statement should be submitted to the school secretary by the Friday of the first week of May. It will be sent home with students and published on the school web page for parent review.

## Election Procedures

- Election Day will be the Wednesday of the second week in May, from 8:00am to 4:00 pm at the school office.
- Each parent/guardian of registered students is eligible to vote once.
- Parents/guardians may also vote by absentee ballot on Monday, Tuesday, or Wednesday of the election week. Absentee ballots may be cast from 8:00 am to 4:00 pm in the school office.
- Parents will elect parent members.
- Staff will select staff members through the various learning teams.
- Administrators are not eligible to vote in the parent election.
- Votes will be by secret ballot.
- The principal and PTO president-elect will count votes.
- The principal will contact all candidates prior to public announcement of results. This contact will be made as soon as possible after the results are tabulated.
- In the event there are no candidates for parent or staff positions, the principal will seek volunteers that represent the community to fill the open positions.

## **Responsibilities**

### Section 1: Roles

Roles for each Site Council Meeting shall be Facilitator, Recorder, and Timekeeper.

### Section 2: Definition Of Roles

The following are important roles and responsibilities for council meetings:

#### ***Facilitator***

- Remains neutral during the meeting; does not take sides on issues
- Moves the meeting along according to the agenda
- Focuses the group on the topics at hand and discourages extraneous discussion
- Encourages participation by all members; deliberately elicits opinions from those reluctant to speak
- Protects individuals from criticism or personal attack
- Suggests strategies and methods to resolve complex issues
- Summarizes what others have said and reviews decisions

#### ***Recorder***

- Takes minutes of what takes place at the meeting
- Checks for accuracy, occasionally asking the group if what is being recorded clearly matches the collective memory of what has happened
- Organizes ideas, decisions, and accomplishments
- Copies important material that may have been recorded on charts
- Prepares or submits minutes in a timely manner

#### ***Timekeeper***

- Keeps track of time lines allowed for each agenda item
- Provides reminders to the group when time allotment is about to expire
- Seeks approval from the group to extend beyond the allowed time limit for a specific item
- Assesses how well the group has kept time limits

### ***Group Member***

- Contributes to group discussion
- Maintains focus on agenda items
- Helps facilitator remain neutral during discussion
- Encourages all members to participate
- Actively listens to what others are saying
- Works to achieve consensus
- Maintains a positive productive attitude

### **Meetings/ Agendas**

The Monte Vista Site Council is committed to making a positive impact on student learning. Agendas will be realistic. The Monte Vista Site Council will compile a tentative agenda for the next Site Council meeting at the conclusion of each meeting. The Site Council meeting notice and agenda items will be posted 24 hours prior to the meeting. Items for the next meeting agenda should be suggested at the end of each meeting. If an item needs to be added, it should be communicated to the principal at least 48 hours prior to the scheduled meeting. If the agenda is a full agenda, the site council members will decide when the item can be addressed and if time allotments for other items need to be adjusted to include the new item.

It is the intention of the Kyrene Monte Vista Site Council to designate time at every meeting to permit guests to address the Council. Guidelines are as follows:

- 10 minutes total time will be allotted on every agenda to permit community guests to address the Site Council
- Speakers will be limited to 2 minutes for each person to address the Site Council
- The Site Council reserves the right to not respond to any new issues not on the agenda
- The time allotment on the agenda may be lengthened by vote at a specific meeting if it appears that additional time is needed

### **Attendance**

All Monte Vista Site Council members are expected to be in attendance at all regular or special scheduled meetings for each academic year.

A Monte Vista Site Council member will notify the school office prior to any foreseen absence from regular or special scheduled meetings.

The need to leave early from a regular or special scheduled meeting shall be disclosed at the beginning of the meeting.

Monte Vista Site Council members whose absences are in excess of 3 non-consecutive or 2 consecutive meetings may have membership reviewed by the Monte Vista Site Council and/or replacement assigned.

The principal will contact any current Monte Vista Site Council member whose membership is under question to discuss such, will notify current member of acceptance of their resignation, and will notify any new appointments to the Monte Vista Site Council.

### **Amendments To By-Laws**

Amendments may be made by the consensus of Monte Vista Site Council. Any community member may propose a change in By-Laws.

### **Decision Making Model**

Consensus will be used for decision-making. There must be a quorum (6-7 members) of the Site Council membership in attendance for decision-making. The fallback in the event a decision cannot be made will be defined up front.

Consensus means a general agreement. It is a decision in which key points of view have been integrated. All members of the group feel that their ideas have been heard. All members must contribute to the formation of a consensus. Differences are clarified and viewed as helpful to the process. Consensus does not require unanimity, but it must consider all relevant ideas pertinent to an issue. Consensus decision-making requires open and honest communication, a high level of trust, and a belief that issues can be resolved by including a wide variety of opinions.

In working toward consensus, all members of the group have an obligation to explain and clarify their perceptions, convey their feelings, listen carefully to others, maintain flexibility, and be willing to negotiate. Achieving consensus does not mean that a vote has been unanimous, but it is a decision that everyone in the group can live with. Once a consensus is reached, all members agree to take responsibility for implementing the final decision.

### **Tax Credit Oversight**

In compliance with ARS 43-1089.01, the Site Council shall determine how tax credit contributions received by the school are to be used at Kyrene Monte Vista.