

**Anna Henry Elementary  
School Council  
Constitution/Bylaws**

Article I: Preamble

Delivering Excellence in Education Every Day

**Our Mission and Vision**

Every child, Every opportunity, Every day

Every child at Anna Henry will focus on learning and engage in a variety of meaningful instructional methods with continual review of data by our highly qualified team. Through collaboration, our team members will provide students every opportunity to learn from academic and social-emotional lessons that are aligned with Arizona and TUSD standards. Every day, through partnership among students, parents, teachers, support staff, and administration, we will support Anna Henry's educational and Kind Campus model to build well-rounded learners.

whatever it takes!

(Mission/Vision updated 03/21/2022)

Article II: School Council

A. Purpose

The purpose of the Henry School Site Council (referred to in this document as the SSC) shall align with the TUSD Governing Board policy titled School Councils, code CFC, which states, "To ensure that individuals who are affected by the outcome of a decision at the school site share in the decision-making process the Governing Board authorizes the establishment of a School Council at each site. The School Council will be responsible for:

- Recommendations for submission of the school's 301 Plan goals to the Superintendent;
- Recommendations for the selection of the school administration to the Superintendent;
- Recommendations for the allocation of discretionary budget;
- Recommendations for the school's curriculum to the Superintendent or the Governing Board;
- Determining the use of undesignated tax credits at the school as provided by law;
- Abiding by the Arizona Open Meeting Law.

While the Governing Board or administration may seek advice on additional matters, such advice will not be binding to the Governing Board or administration.

The School Council will adhere to all Governing Board Policies, including Employee Agreements, state statutes and federal law."

Article III: Membership

- A. Composition
  - a. Four (4) parents or legal guardians of Henry students who are not Henry employees
  - b. Four (4) certified Henry employees
    - i. One (1) of whom is a primary (grades K – 2) classroom teacher
    - ii. One (1) of whom is an intermediate (grades 3 – 5) classroom teacher
  - c. Two (2) non-certified Henry employees
  - d. One (1) Community Member who is not a Henry parent, guardian or employee, OR related to a Henry student or employee
  - e. One (1) student who is a Student Council Officer
    - i. This duty may rotate between students who are current elected officers
  - f. One (1) site administrator, the school principal
- B. Procedures for Elections
  - a. Each constituency group will elect their own SSC members.
    - i. The parent positions will be elected by the parents of Henry Elementary School students.
    - ii. The certified employee positions will be elected by the Henry Elementary certified employees.
    - iii. The non-certified employee positions will be elected by Henry Elementary non-certified employees.
    - iv. The Community Representative will be elected by a majority vote of the SSC.
  - b. To maintain continuity of leadership, each year elections will be held for half of the council:
    - i. Two (2) parents
    - ii. Two (2) certified staff
    - iii. One (1) non-certified staff
- C. Election Committee
  - a. The SSC Election Committee shall consist of the following current SSC members:
    - i. One (1) certified employee
    - ii. One (1) non-certified employee
    - iii. One (1) parent
- D. Timeline for Elections
  - a. SSC vacancies will be communicated to all voting bodies by the end of the first week following the first meeting of the year.
  - b. The Election Committee will accept nominations in writing through the end of the second week following the first meeting of the year.
  - c. Confirmation of nominees and distribution of ballots will take place by the end of the third week following the first meeting of the year.
  - d. Deadline for ballots to be returned is the end of the fourth week following the first meeting of the year.
- E. Election of Officers
  - a. The Facilitator will be elected each year by closed ballot at the first meeting with the newly elected SSC members {September (2nd) meeting of the year}.

- b. A Recorder will be selected each year at the first meeting with an open vote by the newly elected SSC members {September (2nd) meeting of the year}.

\*The principal is the facilitator at the September (2nd) meeting until the newly elected facilitator can assume duties.

#### F. Terms of Office

- a. The Principal will be a permanent member of the SSC.
- b. The Terms of Office for all other members of the SSC will be two calendar years beginning at the September meeting, which is the first meeting of the newly elected SSC and ending at the conclusion of that year's elections (August of following school year). Members shall be elected for no more than three consecutive terms with one year off before serving again.
- c. Any member of the SSC may resign at any time. Any SSC vacancies shall be communicated to the facilitator who shall call for the proper election to be held. In the case of the resignation of parent members from the Henry Site Council, the Council has the authority to go back to the last recorded vote and offer the position to the next highest receiver of votes until the position is filled. If this process does not fill the position, an election will be held according to the procedures outlined in B3, shifting the timeline accordingly. The newly elected member shall serve out the term of the member they replace. If the vacancy occurs within the last nine weeks of the school year, the constituency group may appoint a replacement to complete the term.
- d. In the case of a member fulfilling a vacancy, this vacancy period will not constitute one of the three terms of office stated in 5b.
- e. The Community Member shall be asked at the end of every school year if they wish to continue serving on the SSC. If the Community Member does not wish to continue to serve, the SSC will recruit a community or business member from the area to fill the vacancy.

#### G. Attendance at Meetings

- a. All current SSC members are expected to attend all meetings.
- b. Members must notify the facilitator or principal if unable to attend a scheduled meeting. Non-attendance for two (2) consecutive meetings may imply an inability to serve. If consistent attendance is an issue, the facilitator shall approach said member to determine their intent or ability to serve. A member who fails to attend two (2) consecutive meetings and communicate with the facilitator or principal shall be removed.
- c. Committee Chairs or their designated representatives will attend at their own discretion or at the request of the School Council.

### Article IV: Duties and Powers

#### A. Members at Large

Members at large are responsible for representing their constituency. This means that they bring viewpoints, concerns and issues from the groups they represent to the SSC and communicate between the SSC and their group.

## B. Officers

The officers of the SSC shall consist of a facilitator, a recorder, and such other officers as the SSC may deem advisable. If the SSC deems to appoint a new officer to the group, the roles and functions of that position must be clearly delineated by the SSC. Officers shall be selected by the membership of the School Site Council and their duties are as follows:

### a. Facilitator

The duties of the facilitator shall include, but are not limited to:

- i. properly setting and posting the agenda
- ii. informing members and stakeholders of scheduled meetings
- iii. ensuring that meetings are productive by allowing all members to have the opportunity to provide input
- iv. utilizing Robert's Rules of Order
- v. clarifying comments and proposals
- vi. calling for votes
- vii. maintaining the SSC public record (see Article VII).

The facilitator may participate freely in staff and community meetings regarding development of budget recommendations, school accountability plans, and/or 301 Goals.

### b. Recorder

The duties of the recorder shall include, but are not limited to:

- i. recording the minutes of each meeting and the members in attendance
- ii. maintaining records of all votes and actions
- iii. making meeting minutes available for public consumption within three days of the meeting whenever possible
- iv. publish revised minutes of meetings within three days of their approval by the SSC

### c. Principal

The role of the school principal includes but is not limited to:

- i. attending all meetings
- ii. serving as a source of information, guidance, resources and training for the SSC
- iii. assuring that 301 goals and objectives are assessed
- iv. helping the SSC to assess curriculum, programmatic, fiscal and other school needs
- v. implementing recommendations and decisions of the SSC
- vi. obtain and deliver reports regarding the most current Tax Credit statements available, including income, expenses and balances
- vii. acting as the facilitator of the Election Meeting until the new facilitator is elected and accepts the position

## C. Committees

The SSC may designate from among its members and non-members, which shall include parents and staff, such other committees as it may deem desirable. Each committee shall serve at the pleasure of the SSC and shall report to it any recommendations or proposals. Unless previously empowered by the SSC, all decisions made by a committee must be presented to the SSC for approval. If a committee is empowered by the SSC to make and implement decisions, the meetings where these decisions are made must follow Arizona's Open Meeting Law.

#### Article V: Meetings

##### A. Conduct

Meetings shall be conducted in accordance with the Arizona Open Meeting Law and all other applicable state laws and will follow Roberts Rules of Order. Any question of procedure not otherwise covered by statute or Tucson Unified School District policies shall be governed by the current procedure of the School Council and may not be suspended except by 2/3 vote of the entire School Council.

##### B. Schedule and Notification of Meetings

The SSC shall hold meetings no less than once per quarter during the school year and as often as it may determine necessary. The facilitator shall post the date, place and time of scheduled meetings **24 hours prior**. Each SSC will determine the frequency, dates and times of regular meetings at the beginning of each new school year. The Henry community will be notified of regular meetings through parent and staff communications, the Henry web site (when possible), newsletters, and posting meeting notices in at least three high-trafficked areas of school and on the SSC bulletin board. Notification of Special Meetings will be made **using the same methods as regular meetings**.

##### C. Agenda

Development of the agenda is the responsibility of the facilitator and the principal. Any member of the SSC may submit items for the agenda. Other members of the administration, staff, parents and community may submit items for the agenda to any member of the SSC to be forwarded to the facilitator for inclusion on the agenda. **Additional agenda items not determined at the previous SSC meeting shall be submitted in writing at least three (3) working days prior to the next meeting. The amended agenda must be posted for the public at least 24 hours prior to the meeting.**

##### D. Quorum and Voting

A simple majority (50% +1) of all members of the SSC must be present in person to constitute a quorum for official business. Each constituency except for the community member and student representative must have a least one member present in person when a vote is called. Each voting member has one vote. To pass a proposal, a simple majority (50% + 1) of the members present at that meeting is required. All members present may vote on all resolutions placed before the SSC.

E. Calendar

The SSC facilitator or principal shall enter all meeting dates and elections in the Henry Elementary School master calendar of events.

F. Request for Funds

A form will be used by members of the community to request allocation of undesignated Tax Credit funds.

Article VI: Ratification and Amendments to Henry School Site Council Constitution/Bylaws

A. Ratification

The ratification of the Constitution/Bylaws of the Henry School Site Council shall be effective upon a 2/3 vote of the SSC. Thirty (30) days will be provided to the public for input regarding ratification of the proposed Constitution/by- laws. The proposed draft will be posted online and at school for public review. The public will be directed to provide feedback to their constituent representatives prior to the SSC vote on ratification. A record of when ratification takes place shall be noted within this document.

Ratification of the Constitution/Bylaws took place on January 11, 2011.

Ratification of the Constitution/Bylaws took place on December 8, 2014.

Ratification of the Constitution/Bylaws took place on February 12, 2018.

Ratification of the Constitution/Bylaws took place on November 4, 2019.

Ratification of the Constitution/Bylaws took place on August 2021

Ratification of the Constitution/ Bylaws took place on (TBA)

B. Amendments

Any member of the Henry Community can propose an amendment to the Henry School Site Council Constitution/by-laws. Rationale for the proposed amendment will be presented to the SSC. Amendments are adopted by a 2/3 vote of the SSC. Thirty (30) days will be provided to the public for input regarding ratification of the proposed amendments, which will be posted online and at school for public review. The public will be directed to provide feedback to their constituent representatives prior to the SSC vote on ratification. A record of when ratification of an amendment takes place shall be noted within this document.

Article VII: Records

A. Formal Records

Formal records of SSC business will be kept in the library for public access.

B. Records Maintenance

The facilitator has the responsibility of ensuring that the records are maintained, including agendas and SSC-approved minutes from each meeting as well as copies of relevant documents such as budgets, accountability plans and 301 goals.