

Alice Vail Middle School  
5350 East 16<sup>th</sup> Street  
Tucson, AZ 85711

## Site Council Constitution and By-laws

### **Article One: Mission and Vision Statements**

**Mission:** To provide a safe learning environment, maximizing student potential for success in academic achievement, social responsibility, emotional maturity, and physical growth. All members of the learning community pledge to communicate effectively, work collaboratively, and to support one another in achieving this mission:

- Students will actively participate on a daily basis in teaching and learning activities
- Teachers will positively engage students utilizing effective teaching and learning strategies, practices, and activities
- Parents will provide educational support and academic resources
- Administration and Support Staff will provide resources to adequately support the teaching and learning process

**Vision:** Our school fosters hope, ensures opportunities for students to be promoted, and instills within each student the courage to dream.

### **Article Two: Preamble**

“Alice Vail Community” refers to all Alice Vail Middle School students, parents, guardians, faculty, staff, administration, and community members and businesses within the Alice Vail service area and/or who choose to support our Mission and Vision. Our school leadership team will be called the Alice Vail Middle School Shared Decision-Making Council; SDMC represents Shared Decision-Making Council.

### **Article Three: Purpose**

1. To serve as a decision-making authority, implementing decisions and improvements consistent with the Mission and Vision of Alice Vail Middle School, whereby the Administration will support and carry out the decisions made by said council.
2. To fulfill the duties as prescribed in Article XI of the Arizona Constitution, Title 15 of the Arizona Revised Statutes and the Rules of the State Board of Education.
3. To collaborate between parents, certified teachers, classified staff, administration, students, and any and all members of the Alice Vail Community.
4. To develop, monitor, and adjust the Alice Vail Middle School Management Assessment Plan (MAP).
5. To represent and address concerns of all members of the Alice Vail Community and communicate actions to the constituency groups.
6. To progress in the Phases of Shared Decision-Making, as outlined by the TEA/TUSD Joint Committee on Shared Decision-Making in the Shared Decision-Making Handbook, until the final phase is accomplished.
7. To communicate needs to TUSD Central Administration, School Board, and education interest groups.

## **Article Four: Alice Vail's Shared Decision-Making Council**

### **I. Membership**

As prescribed in Arizona Revised Statutes, School Councils must have an equal number of teachers and parents of students who attend the school and are also not employed by the District. Additionally, parents and teachers must comprise a majority of the total membership of the School Council. The School Council must reflect the ethnic composition of the local community, and representatives within the Council must represent the constituents from which they have been selected.

**A. Constituent Groups:** Alice Vail's Shared Decision-Making Council will include the following constituent groups reflecting the diversity and the organization of the operating structure of school business:

- 1. Five (5) Certified Teachers** selected on an at-large basis from all constituents.  
In the event there are more interested Teachers than there are available openings, then an election will be held by the teachers.
- 2. Five (5) Parent/Legal Guardians** on an at-large basis, with one Parent/Guardian representing the School Parent Group if such an organized Parent Group is active)
- 3. Three (3) Students** (Optional. One Per Grade Level, with at least one of these students also being a member of Alice Vail's Student Council)
  - 6<sup>th</sup> Grade Student Body
  - 7<sup>th</sup> Grade Student Body
  - 8<sup>th</sup> Grade Student Body
- 4. Two (2) Community/Business Representatives**
- 5. One (1) Classified Representative** (from Blue & White Collar Employee Groups)
- 6. The Principal**

### **B. Membership Selection by Constituent Groups**

**Certified Teachers:** All Certified Teachers will be elected by the faculty and will serve for a period of not more than three (3) years. Elections should be conducted one semester prior to the conclusion of the representative's term, and newly elected representatives should attend remaining SDMC meetings in order to learn procedures. The representative-elect may participate in discussions, but will not be eligible to vote. Certified Teachers may only serve on the SDMC as a Certified Teacher Representative as long as they are a Certified Teacher at Alice Vail Middle School.

**Parent/Legal Guardians:** Parent representatives will be selected by Parent members of the Alice Vail community. If an organized Parent Group exists, one of the SDMC Parents should also be a representative for the organized Parent Group. In the event there are more interested Parents/Guardians than there are available openings, then an election will be held by the parents. Parents may only serve on the SDMC as a Parent/Guardian representative as long as their children remain enrolled in Alice Vail Middle School. Parent representatives may volunteer or be elected for a maximum of three (3) years with the exception of the following: should the parent have more than one child at Alice Vail Middle

School and wish to continue on the council, they will need to volunteer or be re-elected to represent the second child.

**Students:** Student members can be nominated by any member of the SDMC. SDMC members will provide their constituents with a list of the nominated students, and student constituent groups will then elect the Student representative. Student representatives will represent the grade level of their current enrollment, and may be elected to follow their current grade throughout their terms as SDMC Student Representative. At least one student serving on the SDMC should also be a member of the Student Council. Students may only serve on the SDMC as a Student Representative as long as they are actively enrolled in Alice Vail Middle School.

**Community/Business Members:** Community/Business Representatives will be selected from the Alice Vail Business Community. The SDMC will elicit support from the Administration in finding members willing to represent their constituency on the council. Community/Business Representatives must be actively engaged in promoting the Mission and Vision of Alice Vail Middle School. Community/Business Representatives will serve three (3) year terms, unless given an extension by a majority vote of the SDMC (with extensions being approved year to year following the third year term).

**Classified Blue & White Collar Employee Representative:** This Representative will be elected from the classified blue & white collar employees. The SDMC will elicit support from the Administration in finding members willing to represent their constituency on the council. Term limits for Classified Representatives will not exceed three (3) years.

**Principal:** The Principal, as appointed by the District's Governing Board, will serve as a permanent member of the SDMC.

**Facilitator:** The Facilitator will be elected by a majority vote from the members of the SDMC of whom the Facilitator is also a member. The Facilitator's term limit is three (3) years. When term limit has been reached, the new Facilitator should be elected in May prior to the upcoming new school year.

**Secretary:** The secretary will be elected by a majority vote from the members of the SDMC of whom the secretary is also a member. The secretary will serve in this position as long as he/she is a member of the SDMC.

**Extending Terms of Membership:** In the event there are no members of a Constituency who wish to run for a current vacancy on the SDMC, incumbent SDMC members may extend their term on the SDMC, as long as they meet the qualifications for the seat (i.e. still employed at the school, still enrolled at the school, still have children at the school). This also includes the Facilitator.

### **C. Procedures For Removing Members**

**Facilitator:** The Facilitator can be removed during any regular session meeting of the SDMC by a two-thirds majority vote from SDMC members.

**Certified, Parent/Guardian, Student, Community/Business, Classified Members:**

**If a member is absent for three consecutive SDMC meetings without an appropriate excuse – or -**

**If attendance to SDMC meetings is less than 60% over the span of a school year – or –**

If a SDMC Representative does not fulfill the Membership Duties required for a productive and efficient SDMC

**Then** the Facilitator will first ask the SDMC member if she/he wishes to vacate her/his “seat” on the SDMC. If the response is “yes,” then the Facilitator will call upon the respective Constituent group to conduct an election to replace the SDMC member. If the response is “no,” and yet the absences continue, then the Facilitator will bring the issue to the SDMC for discussion, and upon a two-thirds majority approval the Facilitator will be authorized to work with the Constituent group to find a replacement.

## **II. Membership Responsibilities and Duties**

- 1. SDMC members are responsible to represent the Constituent group** from which they were elected. SDMC members should meet with their Constituents within a week after receiving the SDMC Minutes, which should be given within a week following any SDMC regular session meeting. During this meeting, SDMC members should review the contents of the Minutes, give opportunity to discuss the SDMC Minutes, then listen to ideas and suggestions from constituents regarding items to be raised as part of the next SDMC reporting time. During the Constituent meeting time, SDMC members should facilitate and focus discussions on areas of concern as outlined in the SDMC Handbook for each respective Phase of Shared Decision Making.
- 2. SDMC members should place respective Phase issues**, student achievement, and the Management Assessment Plan of the school as the primary focus of business.
- 3. SDMC members are expected to uphold Open Meeting Laws** and to follow proper procedures as outlined by the Facilitator while conducting SDMC business at all times (including presenting the Minutes to Constituents and conducting Constituent meetings).
- 4. SDMC Members should communicate directly with the Facilitator** regarding any problems or issues that may arise between SDMC meetings.
- 5. SDMC Members will participate in Professional Development** on an ongoing basis – but not less than once per school year – to review the SDMC Constitution/By-Laws, procedures, and Phase expectations as outlined in the SDMC Handbook from the TUSD/TEA Joint Committee on Shared Decision Making.

## **III. Relationship of Site Administration and School Council**

1. School administrator attends and participates in school council meetings.
2. The school administration implements policies approved by the school council in accordance with all appropriate State Statutes and Board Policies.
3. School council and administration collaborate to develop school council meeting agendas.
4. School council and administration collaborate to communicate actions of the school council to the stakeholder groups.
5. The school council and school administration review the school’s budget and curriculum policies, determine how those policies have improved student performance, and deliver an annual written report to the joint committee.

## **IV. Relationships with Other School Organizations**

1. The school council policies and their implementation are in accordance with Federal Laws, State Statutes, and TUSD Board Policies
2. The school council and school administration communicate needs to TUSD

Central Administration and School Board.

3. The school council and school administration communicate needs to education interest groups, e.g. TEA, SCPC, PTA.

## V. Operation of Meetings

1. **SDMC regular sessions/meetings will be held not less than four times** per school year, with a goal of meeting not less than once per month. In addition to this, special SDMC sessions/meetings may be called by the Facilitator at any time.
2. **SDMC regular sessions/meetings will be announced in advance**, and the Agenda will be posted at least 24-hours prior to the meeting.
3. **SDMC meetings are open to all members** of the Alice Vail Community.
4. **SDMC meetings will follow procedures and rules** as outlined by the Facilitator and may not be suspended except by a two-thirds vote of members present at the meeting.
5. **A quorum of at least 50% of the SDMC members** must be present to conduct a SDMC meeting. When quorum is reached then the Facilitator shall proceed with Agenda items.
6. **If time does not permit all Agenda items to be covered**, then the Facilitator may postpone those items for no more than three consecutive SDMC meetings.
7. **SDMC decisions will be reached by consensus.** However, when consensus cannot be reached, voting procedures from Robert's Rules of Order will be followed. A written proxy will be acceptable only when a quorum has been established. Whenever voting is required, a simple majority will be the standard for passing items of business unless specifically noted in this Constitution. Furthermore, whenever voting is necessary, each SDMC member, with the exception of the Facilitator, will be entitled to exactly one vote. In the event of a tie, the facilitator's vote will be used as the tie breaker.
8. **The Facilitator will preside over all SDMC meetings**, either in regular or special session. In the event the Facilitator is absent, the Facilitator may appoint a designee to run the meeting.
9. **Records of every SDMC regular or special meeting** will be kept by the SDMC Recording Secretary. This "record" will be called "Minutes," and they will include location, time, and date of the meeting, members in attendance or absent, and which, constituent group each member represents, Agenda discussions, motions made and passes, and decisions that are made. Minutes will be submitted to the Facilitator for proof-reading prior to copying to SDMC members. Once approved by the Facilitator, the Minutes will be posted and given to all SDMC members. One copy of the Agenda and Minutes of all SDMC meetings will be posted in the main lobby of the School Office, and one copy will be placed in the Teacher Work Room.

## VI. Creating the Agenda for Meetings

1. **The SDMC Agenda will be established** from District-mandated business and SDMC business that is generated from SDMC Representatives during meetings with their respective constituents.
2. **It is the responsibility of the Facilitator to work with SDMC members** to establish the Agenda for every SDMC meeting.
3. **SDMC Agenda items will reflect issues that are aligned** to the Phases of Shared Decision-Making as suggested by the TEA/TUSD Joint Committee on Shared Decision-Making Council duties.
4. **Issues from SDMC members that are not presented in time** to be placed on the agenda may be introduced during the "call to the audience." When SDMC Representatives raise issues during the "call to the audience" the Facilitator will decide how to best address the issue. The Facilitator may choose to address

the issues during the same meeting in which they are raised, table the issue for future Agendas, assign the issue to specific SDMC members for specific follow-up work, or choose to form an Inquiry Group (committee) to work on the issue.

## **VII. Call To The Audience**

1. **Every regular session Agenda will include a “Call To The Audience”** that will last no longer than 6 minutes. The “Call To The Audience” is open to member of the Alice Vail Middle School Community not currently serving on site council, per district guidelines. The purpose is to provide an opportunity to give information, ideas, or concerns to the Shared Decision-Making Council (SDMC).
2. **The “Call To The Audience” will be held during the beginning** of the regular session SDMC meeting.
3. **People who address the SDMC during the “Call To The Audience” will be allowed no more than two minutes.** It is suggested that the addressee provide the SDMC with a written copy of the content of the address.
4. **In the event there are more people wishing to address the SDMC** via the “Call To The Audience” than the allotted time for “Call To The Audience,” the SDMC will schedule the people for the next regular scheduled SDMC meeting.

## **VIII. Official Record of School Policy**

1. The school maintains an updated written policy document which includes the full text of school policies and the dates of school council approval.
2. The school maintains an updated Management Assessment and Planning, or MAP with the dates of school council approval.
3. The school council may create and distribute supplemental surveys to gather additional information for MAP development.

## **IX. SDMC Inquiry Groups (Committees)**

Using the terminology from Turning Points 2000 Educating Adolescents in the 21<sup>st</sup> Century (Anthony W. Jackson and Gayle A. Davis, published by Teachers College Columbia University, New York, 2000), the Facilitator will establish Inquiry Groups (commonly referred to as “committees”) that will be chaired, or co-chaired, by SDMC Representatives for the purposes of investigating issues, bringing recommendations for further action, or performing field research on issues raised during SDMC meetings.

Additionally, the constituents that meet with SDMC Representatives will also be referred to as being an Inquiry Group.

The following Inquiry Groups will function for the purposes of conducting SDMC business, with the respective SDMC Representative serving as the Chairperson:

1. 6<sup>th</sup> Grade CORE Teachers (Language Arts, Reading, Math, Science, and Social Studies)
2. 7<sup>th</sup> Grade CORE Teachers (Language Arts, Reading, Math, Science, and Social Studies)
3. 8<sup>th</sup> Grade CORE Teachers (Language Arts, Reading, Math, Science, and Social Studies)
4. Exceptional Education Teachers (CCS, EDSC, and CCM Programs)
5. GATE Teachers (all self-contained GATE)
6. Physical Education/Elective Teachers
7. Parents
8. Classified Staff (includes White and Blue Collar employees of Alice Vail)

- 9. Business/Community
- 10. Administrative (includes Assistant Principal, Counselors, and the Alternative to Out-of-school Suspension programs)

**Article Five: Amendments**

Amendments to this Constitution/By-Laws can be proposed by any member of the Alice Vail Community. Amendments must be presented in writing at a regularly scheduled meeting of the Shared Decision-Making Council. Once presented, the Amendments will be posted in the same location that SDMC Agendas and SDMC Minutes are posted, and these Amendments will remain posted for a reasonable period of time that will not exceed 60 days in length. It is the duty of the Facilitator to determine the length of posting for any proposed Amendment. During this posting time, SDMC Representatives will discuss the proposed Amendments during their meeting(s) with Constituents and take a vote of the constituents. Once the posting and discussion time has elapsed, the Facilitator will make the proposed Amendment an Agenda item and the representatives will announce their constituents' vote on the proposed Amendment. Amendments require a two-thirds vote of the Alice Vail community in order to be ratified.

**Article Six: Ratification of the Constitution**

The ratification of the Alice Vail Middle School Constitution/By-Laws will become effective following a two-thirds majority acceptance from Alice Vail's community. The Alice Vail Middle School Constitution/By-Laws was ratified by a two-thirds majority acceptance on

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.  
Month                      Date                      Year