

MANSFELD MAGNET MIDDLE SCHOOL **CONSTITUTION/BY-LAWS**

1) PREAMBLE

The Mansfeld Magnet Middle School Council (hereafter known as “the council”) shall implement the mission and philosophy of Mansfeld Magnet Middle School (hereafter known as “the school”). This shall be accomplished through the cooperative efforts of school personnel, parents, students, and community members.

PHILOSOPHY STATEMENT

We believe that Mansfeld Magnet Middle School should provide successful experiences for each student. We recognize that each child is unique and should be given opportunities to develop and experience a wide range of intellectual, cultural, social, recreational, and civic interests so that each may become a productive and responsible member of society.

MISSION STATEMENT

Mansfeld STEM *Plus* Middle Magnet School is a community dedicated to student academic and personal success, for today, and the future through STEM education, with an emphasis on diversity and inclusivity.

2) THE PURPOSE OF SHARED DECISION-MAKING

As described in ARS 15-351, the purpose of the council is to ensure that individuals who are affected by the outcome of a decision at the school have an opportunity to provide input into the decision-making process.

GOALS

- a) To improve the effectiveness, productivity, and professional practices of employees.
- b) To improve student achievement by creating environments responsive to diverse student needs.
- c) To enrich the educational climate.
- d) To encourage commitment to and involvement by parents and the extended community.

3) MEMBERSHIP OF SCHOOL COUNCIL

The council shall reflect the ethnic composition of the local community and consist of the following representatives:

a) FOUR PARENTS

- Four parents of children enrolled in the school and not a school district employee at the school.

b) FOUR CERTIFIED STAFF MEMBERS

- One representative from each grade level.
- One representative from the enrichment teachers.

- c) **OTHER MEMBERS**
 - One classified staff member.
 - The Mansfeld Magnet Middle School principal.
 - One community representative.
 - Certified – Non teacher: Secretary
- d) A council member shall be elected facilitator by a simple majority. The representative stakeholder from whom the Facilitator is elected shall then vote for a replacement representative. The facilitator will not vote except to break a tie. The duties of the facilitator:
 - Set and post agenda.
 - Keep official records.
 - Facilitate meetings.
- e) If there is/are no candidate(s), the council shall be able, at its discretion, to re-elect the facilitator to continue the term for another year.
- f) The council shall designate other offices and officers.

4) PROCEDURES FOR THE ELECTION OF COUNCIL MEMBERS

- a) Council vacancies shall be communicated in writing to all stakeholder groups by the council and/or principal.
- b) Each stakeholder group shall conduct its own election. The stakeholder groups are teachers, parents, classified staff, students, and the community.

5) TERMS OF OFFICE

- a) The principal and/or principal designee shall be a continuous member of the council.
- b) The term of the facilitator shall run from May to May.
- c) The council shall endeavor to stagger the two-year terms for all other members.

6) MEETING ATTENDANCE

- a) Quorum
Council votes are binding only when a quorum is present. A quorum shall consist of 50% plus one of the council's membership and should include one teacher and one parent.
- b) Non-member Attendance
 - Non-voting members may attend any council meeting.
 - Non-voting members may address the council during the Call to Audience only.
 - Non-members may place items on the agenda according to the established procedure.
- c) A council representative who misses a meeting may send a substitute, however may not have a proxy vote. If a member misses three consecutive regular meetings without prior notification to the facilitator, a representative of the council shall contact the member to determine his/her intent to serve. If the member does not intend to serve, the facilitator shall promptly call for an election

from the representative team. The newly elected member shall complete the existing term of office.

7) VACANCIES AND REPLACEMENT ON THE SCHOOL COUNCIL

Vacancies that occur during the term of office shall be advertised. Elections shall be held as described above.

8) DUTIES OF THE SCHOOL COUNCIL

- a) Make decisions consistent with school goals, philosophy, and mission statement. Council decisions must conform to federal laws, Arizona state laws, and TUSD Board policies.
- b) Determine council leadership roles.
- c) Determine the establishment of Standing and Ad Hoc Committees
- d) Refer issues to committee as needed.
- e) Act on issues not referred to committee and consider recommendations from committees.
- f) Decide by consensus or vote issues placed before the council.
- g) Each council member will communicate effectively with and represent the stakeholder group from which the council member was elected.
- h) Establish yearly goal(s) (not to exceed two) to support the needs and growth of the Mansfeld Magnet Community. Progress towards reaching these goals will be reviewed at every meeting.

9) MEETINGS OF THE SCHOOL COUNCIL

- a) Meetings shall follow TUSD Board policy and state and federal laws, including the open meetings law.
- b) The council shall have no less than six scheduled meetings throughout the year.
- c) Special meetings can be called by consensus of the council or:
 - The facilitator.
 - Twenty-five percent of the sitting council members.
 - Twenty-five percent of any stakeholder group.
- d) The council shall establish and maintain for each fiscal year a master calendar of council events for each of the committees conducting business as part of the council record of activities. The master calendar shall be published in a manner to disseminate information most widely including posting at the school. The agenda for council meetings shall include attendance, review of minutes, call to the audience, action items, study items, announcements, and other issues deemed necessary by the council.
- e) Items submitted for the agenda shall be in writing and may be provided by any member of the council. Other members of administration, staff, parents, community members, and students shall submit their items for the agenda to the council facilitator for inclusion no later than 30 hours before the next scheduled meeting.

10) CALL TO THE AUDIENCE

- a) The Call to the Audience shall open all Agenda Items.

- b) Any individual, including council members, may participate in the Call to the Audience for no more than a 3-minute period. Flexibility of the 3-minute time period may be exercised at the discretion of the Facilitator.
- c) Individuals addressing the Council shall provide a written copy of the concern expressed, and a statement suggesting what action should be taken on the item.
- d) The Council may only respond at the end of the Call to the Audience as follows:
 - i. An individual may respond to an individual criticism
 - ii. Ask the staff to review the item
 - iii. Ask to place the item on the agenda for discussion and/or action at the next scheduled School Council meeting.

11) METHODS OF OPERATIONS

- a) Decision making
 - Decisions made by the council and its committees shall occur by consensus if possible.
 - Consensus occurs when a group reaches the conclusion which has blended the best ideas into a decision that everyone in the group can support.
 - If consensus is not achieved, the issue in question shall be reconsidered. If consensus is still not possible, the issue shall be decided by majority vote.
 - At the discretion of the council, an issue may be forwarded to the entire Mansfeld Magnet community for a ballot vote. Issues shall be passed by affirmative vote of the ballots cast.
 - Three council members shall count written ballots of a community vote.
- b) Parliamentary authority
 - i) Meetings shall be conducted under the guidelines of Robert's Rules of Order as appropriate.
 - c) All members of the council shall implement all decisions of the council.
 - d) The council, at the beginning of each school year, shall establish standing rules for the conduct of council business not directly specified in the Constitution/Bylaws.

12) SCOPE

The scope of the council is described in existing TUSD policy. This includes, but is not limited to, and will expand as TUSD policies allow. The following areas shall automatically be included:

- a) Scheduling
- b) Curriculum
 - STEM Plus Curriculum
 - i. Science
 - ii. Technology
 - iii. Engineering
 - iv. Math
 - v. The Arts: Musical and Physical arts
- c) Attendance
- d) Mansfeld Magnet School Safety
 - Examine school statistic trends concerning discipline and safety.

- Examine campus boundaries in relation to keeping a secure school.
- e) Finance

13) APPEAL PROCEDURE FOR APPEAL BY THE MANSFELD MAGNET MIDDLE SCHOOL COMMUNITY

A council decision may be appealed according to the established procedures. The procedures for appealing a council decision include:

- a) All appeals must be submitted in writing to the facilitator of the council.
- b) Appeals must have approval of the stakeholder group submitting the appeal.
- c) The council shall act on the appeal in a timely manner, calling a special meeting if necessary.
- d) Successful appeal shall require two-thirds (2/3) vote of the council.

14) PERMANENT COUNCIL RECORDS

The council shall maintain all official records. The council shall direct, compile, and maintain the following records:

- a) Annual calendar of events, monthly calendar, and agendas of meetings.
- b) Minutes of all official action on each agenda, including the voting record of each council member.
- c) All current committees with memberships and resolutions which mandate scope of committee's service.
- d) Attendance at council meetings.
- e) Other records as required by subsequent action of the council.
- f) Records are submitted annually to the District per State Site Council procedures, if requested.

15) AMENDMENTS

- a) Any member of the Mansfeld Magnet Middle School community may propose an amendment to these bylaws.
- b) Amendments must be approved by a two-thirds (2/3) vote of the members present, if notice of the meeting and proposed changes are set forth in the writing at least one week before voting.
- c) At the discretion of the council, amendments that are considered substantial may be submitted to the school community for ratification.

16) STANDING COMMITTEES

Standing committees will be designated by the council. One member of each standing committee shall be a council member designated as the council liaison.

17) AD HOC COMMITTEES

- a) Ad hoc committees to be decided by the council.
- b) Method and selection of standing and ad hoc committee members will be determined by the council through any of the following procedures:
 - Recruitment
 - Volunteering
 - Election
 - Appointment

18) RATIFICATION OF THE CONSTITUTION

The ratification of this constitution of the council shall be effective upon two-thirds (2/3) votes cast by each stakeholder group of the school community.

THE MANSFELD MAGNET MIDDLE SCHOOL STAFF AND PARENTS RATIFIED THESE CONSTITUTION/BYLAWS ON APRIL 30, 2002.

REVISED MAY 13, 2004

REVISED JANUARY 6, 2005

REVISED FEBRUARY 1, 2007

REVISED OCTOBER 4, 2007

REVISED MARCH 6, 2008

REVISED DECEMBER 3, 2009

REVISED JANUARY 6, 2011

REVISED APRIL 4, 2014

REVISED OCTOBER 29, 2015