

TOLSON ELEMENTARY SCHOOL

Constitution and Bylaws

1. PREAMBLE

A. MISSION STATEMENT

Tolson Elementary endeavors to provide a safe, academically challenging environment where students love to learn, teachers love to teach, and people love to work. Tolson supports parents and guardians as they take responsibility for collaborating with teachers to support student achievement.

B. VISION STATEMENT

Looking Ahead...Tolson enables motivated, independent, and creative individuals that strive toward personal success.

C. GOAL

To make decisions in the best interest of student achievement through student, staff, and parent involvement. Site Council duties will be consistent with our mission statement.

D. DEFINITION OF "TOLSON COMMUNITY"

Tolson's community includes students, parents/families, staff, principal and representatives from the neighborhood and local business.

E. DEFINITION OF TOLSON SITE COUNCIL

Site Council is a representative body who make decisions to the site according to state statute and TUSD Board Policy.

2. TOLSON SITE COUNCIL

A. SITE COUNCIL MEMBERSHIP

The council will be composed of:

- 1 Principal
- 1 Facilitator
- 3 Teachers
- 1 Classified Staff representing ESP (Educational Support Personnel)
- 3 Parents*
- 1 Representative from the neighborhood/business community

*The parent representatives must have children enrolled at Tolson Elementary School and may not be school district employees. Teacher and parents be equal in number. Will make every effort to maintain diverse ethnic representation.

B. PROCEDURES FOR NOMINATING AND ELECTING SITE COUNCIL MEMBERS

- i. Site Council members will be elected by their own constituencies according to their own procedures.
 - a. Certified faculty
 - b. Classified educational support (ESP)
 - c. Parent organization - Optional
 - d. Student Council - Optional
 - e. Community, business - Optional
- ii. The principal will solicit from the community and will forward the recommendations to Site Council.

- iii. Any vacancies will be communicated to all constituencies by the end of the school year by facilitator and principal. New members will be on board by May of the end of the school year. One half of the parents in May and the other half by August in recruiting parents for Site Council.
- iv. Nominations will be accepted in writing by the facilitator of Site Council no later than the first 2 weeks of school.
- v. Same procedures for Parent at large.

C. TERMS OF SERVICE

- i. The principal is the only permanent member of the Site Council.
- ii. One year terms
 - Parent representatives*
 - Neighborhood/business representatives*
- iii. Two year terms
 - Facilitator*
 - Faculty representatives*
 - ESP representatives*
- iv. Representatives may serve more than their terms as per the nominations procedures.

***The stated term limits may be extended with held election.**

D. ATTENDANCE AT SITE COUNCIL MEETINGS

- i. Attend regularly scheduled meetings. No more than 3 unexcused meetings may be missed in one school year.

E. VACANCIES AND REPLACEMENTS OF SITE COUNCIL

Vacancies that occur during the school year will be advertised. Election/selections will be held as in article 3.B-IV. Each constituent group will fill each vacancy group as in article 3.B-IV. The newly elected member will serve for the remainder of the term.

- Selection of Officers-Facilitator is selected among the membership of Site Council by the first meeting of the Site Council.

F. AUTHORITY TO ACT

- i. As legislative governing body of Tolson Elementary School, the Site Council shall make policy within the scope of its authority in congruence with current District Policy.
- ii. The principal will use the decision-making recommendations when considering an action item.

G. SITE COUNCIL MEMBERS DUTIES

Site Council (Optional)

- A liason from the membership of Site Council.
- Share student perspective on discussions.
- Take information back to Student Council and student body.

- Present and report student issues at Site Council meeting.

Principal

- A School Administrator attends and participates in Site Council meetings.
- The School Administration implements policies approved by the Site Council in accordance with all appropriate State Statues and Board Policies.
- The Site Council and School Administration collaborate to communicate actions of the Site Council to constituency groups.
- The School Administration informs the Site Council of budgetary expenditures through an updated financial report.
- The Site Council and School Administration review the school's budget and curriculum policies, and deliver an annual written report to the Joint Committee.
- The School Administration informs the Site Council of vacancies in the faculty/staff.
- The school council interviews and recommends/hire principal/asst. principal to the school board.

Teacher and ESP Representatives

- Attend all meetings
- Report back to constituents
- Act as liason to constituents

Facilitator

- Attend all meetings
- Welcome visitors
- Develop and distribute agendas
- Facilitate posting of minutes to staff, parents, community

- Maintain adherence to agenda and constitution
- Assign time keeper and vision keeper at each meeting
- Communicates with Community Rep
- Put announcements in teacher newsletter when appropriate
- Maintain permanent records
- Recorder-Keeps records in facilitator's office and takes minutes of council meetings

H. SITE COUNCIL MEETINGS

- i. Tolson Site Council will meet at least once per quarter. Special meetings may be called as necessary. Meeting days, times, and places will be determined by consensus of Site Council. A tentative calendar of Site Council meetings should be developed in the first meeting in the year.

I. SITE COUNCIL MEETING AGENDAS

The council will determine the agenda for meetings, to include:

- The aforementioned duties of the council as listed in Article 3.G.
- Attendance
- Review of minutes
- Call to the Audience
- At the end of every meeting
- Announcements
- Other issues deemed necessary by the council

3. METHODS OF OPERATION

A. CONSENSUS

- i. Definition of Consensus
All Site Council members will reach decisions by consensus.
- ii. Operation of Consensus
 - a. If consensus is met, then the issue passes
 - b. If consensus is not met, the issue will be discussed further by Site Council
If an individual continues to "block" the consensus, she/he may choose to step down and allow the issue to go forward. Per 3.F-, she/he continues to "block" the consensus, the issue will go to majority vote. Each committee member is entitled to one vote.
- iii. Use of Consensus
All committees, the Site Council, Standing Committees will reach decisions by consensus.

B. PROCEDURE FOR APPEAL BY THE SITE COUNCIL

The procedure for appealing a council decision include:

1. All appeals must be submitted in writing to facilitator.
2. Appeals must have 75% approval of the constituency.
3. The council will act on the appeal in a timely manner.
4. Successful appeal will require 75% vote of the council.

C. MAJORITY VOTE

- i. Quorum – a simple majority of all members of the school council must be present in person to constitute a quorum for official business.

D. CONSTITUTION AND BYLAWS: PROCEDURES FOR ACTION

- i. Amendments
 - a. Any member of the Tolson Community can propose an amendment to Site Council constitutions and Bylaws. Rationale for the proposed amendment will be presented to the Site Council.
 - b. Site Council will decide to forward ratification by consensus, of the Site Council or to call for a vote of the Tolson Community by secret ballot. Issues will be passed by majority affirmative vote of the ballots cast secret ballot.
 - c. The Site Council shall refer for ratification any proposed amendments to at least one of the following constituent groups: Certified Staff, Classified Staff, and parents.
- ii. Ratification
To take effect, this document will be adopted by the majority votes cast by the Tolson Site Council.

4. COMMITTEES

All committees will be created by the Site Council to support the implementation and management of the Site Council duties. Attention will be given to the make up of each committee to reflect the demographics of the Tolson Community. All committees are accountable to the Site Council. Committees will research, report, and recommend findings to Site Council.

A. TYPES AND MEMBERSHIP

- i. Tolson Advisory Committee (as needed)
 - a. Drawn from the Tolson Community

B. SELECTION OF MEMBERS FOR TOLSON ADVISORY COMMITTEES

- i. Members of the above committees will be selected as needed by constituencies. Attention will be given the make up of each committee to reflect the demographics of the Tolson Community.
- ii. The Site Council policies and their implementation are in accordance with Federal Laws, State Statues, and TUSD Board Policies. The Site Council and School Administration communicate needs to TUSD central administration and Governing Board.

5. PERMANENT RECORDS

The Site Council shall direct, compile, and maintain the following records:

- Agendas and minutes of all official action on each agenda
- All current committees with memberships and resolutions, which mandate scope of service
- A roster of current Site Council members
- An updated School Policy Document
- A copy of the current Constitution/Bylaws, including Amendments

TOLSON ELEMENTARY SCHOOL CONSTITUTION AND BYLAW
AMENDED AND/OR APPROVED JANUARY 25, 2016 BY:
RYAN WILSON, ROSE RUMSLEY, ANGELICA SANTA CRUZ(not present for vote), GLORIA
SALAS, JAVIER GUTIERREZ, ADRAIN JOHNSON (not present for vote), LYNNE CHAMPLIN,
TAM HICKS, VERA CHACON

TOLSON ELEMENTARY SCHOOL CONSTITUTION AND BYLAW
AMENDED AND/OR APPROVED MAY 14, 2004 BY:
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SYLVIA JACQUES LONG

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