

Mary Meredith K12 School Constitution

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Draft (August 2023)

Article I - Statement of Purpose

- The School Council will serve as the main decision-making body of Mary Meredith K12.
- The role of the School Council is to collaborate with the principal to ensure that the mission of Mary Meredith K12 is fulfilled.
- The School Council will act upon and adhere to all applicable State, Federal and District laws and policies.
- The principal of Mary Meredith K12 will be responsible for overseeing the implementation of the decisions and policies made by the School Council.

Article II - Mary Meredith K12 Mission Statement

Believing that every child has a right to an education, Mary Meredith K12 is committed to providing an educationally sound environment, one that is safe and well-maintained. This environment is designed to motivate, teach, and encourage all students, in accordance with their abilities and interests, to attain the highest level of academic proficiency, technological skill, mental and physical well-being, social adaptability and awareness of diverse cultures.

In its counseling services and curriculum, Mary Meredith K12 recognized its responsibility to, and interdependence with, the student body and the urban community it serves. Students are encouraged to develop self-directed learning skills and to become successful citizens of the twenty-first century.

Article III - School Council

A. Membership

The Mary Meredith K12 Council will consist of representatives from the following stakeholder groups:

1. Parent Representatives

The Mary Meredith K12 Council will include four (4) parents of students who currently attend Mary Meredith K12 School. These parents will not be employees of TUSD. Parent representatives will be elected at the April meeting of the Parent Association. Selection procedures will be the responsibility of the Parent Association. Except for two of the inaugural members, who will serve one-year terms, parent representatives will serve two-year terms.

2. Certified Representatives

The Mary Meredith K12 School Council will include four (4) members of the certified staff/faculty. At the March faculty meeting, a current Mary Meredith K12 Council member will ask for volunteers who wish to serve on the Council.

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The certified faculty will vote for their representatives in April. Certified faculty

B. Additional Membership Information

1. Absences

A representative, who accumulates three absences of regularly scheduled meetings within a year, will be removed. The facilitator will send a letter documenting his/her removal from the Council. The Council will consider extenuating circumstances.

2. Resignations

Any School Council member may resign at any time by giving written notice to the facilitator. Unless otherwise specified in such written notice, the resignation will take effect upon receipt of the notice by the School Council.

3. Vacancies

Any vacancy occurring by reason of removal, resignation, or inability to serve will be filled by each individual group of stakeholders. As a means to fill the unexpired portion of the term of any vacancy, the constituent group will select a representative to fill that position using whatever means the group deems appropriate. If possible, this should take place prior to the next scheduled Mary Meredith K12 Council meeting.

4. Training

School Council training will be provided and documented.

5. Term of Service

The term of service for Mary Meredith K12 School Council is June 1 through May 31.

Article IV - Meetings

A. Frequency

The School Council will meet monthly or as determined by consensus of the members of the School Council. However, the School Council must meet at least six times per year.

B. Agenda

1. Development of the agenda for School Council meetings is the responsibility of the facilitator and principal.

2. All Sahuaro community members, including administration, certified staff, classified staff, students, parents, and the urban community, may submit their proposed agenda items to any School Council member, who will then

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forward items to the facilitator or principal.

3. All items submitted for the agenda will be in writing and must be provided at least three (3) working days prior to the meeting. At least twenty-four (24) hours before a regular or special meeting, the facilitator will post the agenda (along with the date, time, and location) on the community bulletin board in the Administration Building.
- C. Minutes
- The minutes will be taken at each meeting by the recording secretary and will include dates, times, places, members present, members absent, the stakeholder group each member represents and the results of any School Council election. Minutes from the meetings will be available on request from the facilitator. The facilitator will maintain all minutes and records. A copy of all minutes will be stored in the Administration Building vault.
- D. Conducting
- Meetings will be conducted in accordance with the Arizona Open Meeting Law and all other applicable state laws. This means that the meeting date, time, place, and agenda must be posted twenty-four (24) hours in advance. Anyone may attend all regularly scheduled meetings.
- E. Officers
1. Mary Meredith K12 School Council Officers will include a facilitator, assistant facilitator and recording secretary.
 2. At all meetings of the School Council, the facilitator will preside. The facilitator, assistant facilitator, recording secretary and any other officers will be elected by a majority of the entire School Council at the first meeting of each term of service in May (not September). The facilitator can be any member of the School Council. If the facilitator is unable to attend or preside over the meeting, the assistant facilitator will preside, or the Council will choose an alternate.
- F. Quorum
- A majority of all members of the School Council must be present in person to constitute a quorum for official business. The principal must notify all members at least one week prior to all meetings. If the number of members present in person at the time of the quorum count is less than a majority, the meeting will be rescheduled. Each member in attendance will have one vote.
- G. Voting
- All decisions will be made by consensus. A consensus is defined as general agreement among all members in attendance on an issue. A consensus will be accomplished through a process of discussion and compromise. If a

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consensus is unattainable, a simple majority vote of members in attendance will determine the outcome. Each member in attendance will have one vote.

H. Committees

From time to time the Mary Meredith K12 School Council, by a resolution adopted by the majority of the entire Council, may designate from among its members various standing committees. It may also designate, from members and nonmembers alike, other committees that the Council deems necessary or desirable. These committees will be vested with such powers and authority as may be provided in the resolution.

Each committee will serve at the pleasure of the School Council.

Standing committees may include, but will not be limited to, Agenda, Budget, Curriculum, Instructional Council and Personnel.

Article V - Permanent Records

The School Council will direct, compile, and maintain the following records:

1. Master Calendar of events.
2. Agendas and minutes of all official action on the agenda.
3. Records of all current committees, complete with memberships and resolutions which mandate scope of service.
4. A roster of current School Council members.
5. An updated School Policy Document.
6. Annual reports on overall student performance.
7. A copy of the current Constitution/Bylaws, including amendments.
8. An updated School Accountability Plan with site goals.
9. Documentation that supports the implementation of the standards at each phase.
10. Other records as required by subsequent action of the School Council or other official acts.

Article VI - Procedures for Action: Constitution and Bylaws

A. Ratification

This document must be ratified by a two-thirds vote of the ballots cast by the Mary Meredith K12 stakeholders. This includes, but is not limited to, Faculty, Support Staff, Students (as represented by School Council) and parents.

B. Amendments

1. This Constitution/Bylaws will be subject to alteration within the limits of applicable laws, statutes, and rules.
2. Amendments to this Constitution/Bylaws may be proposed by a two-thirds (2/3) vote of the present in person members of the School Council.
3. The School Council must refer for ratification any proposed

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amendments to any stakeholder groups deemed appropriate.

4. The School Council will determine the procedures for the ratification vote.