

Constitution / By-Laws
Of
Warren Elementary School

ARTICLE I- MISSION STATEMENT

“Warren Elementary will provide a secure and culturally sensitive learning environment united by a commitment to high expectations and success for all children and their families.”

ARTICLE II- PURPOSE

The Purpose of the School Council shall be:

- A. To fulfill the duties prescribed in Article XI of the Arizona Constitution, Title 15 of the Arizona Revised Statutes, and the Rules of the State Board of Education.
- B. To fulfill the mission of Warren Elementary School.
- C. To confirm the belief in the efficacy of shared decision making at the school site; that decisions should be made by persons who both work in and are served by the school.

ARTICLE III- SCHOOL COUNCIL

- A. Membership
 - 1. Pursuant to Arizona State Statues, a School Council must have an equal number of teachers and parents of pupils who attend the school and who are not employees of the school district. State Statutes also require that the teacher and parent groups together must comprise a majority of the School Council. The Statutes provide that the School Council must reflect the ethnic composition of the local community. The selection of representatives by each of the constituency groups must comply with these guidelines.
 - 2. The School Council membership shall be selected by the following constituent groups:
 - I. Parent Representatives – Four (4) Total

Warren School Boosters' Association shall select four (4) parents of pupils who attend Warren School who are not employees of the school district to serve as members of the School Council. Selection procedures shall be the responsibility of that Association. Elections shall take place by April 30 and confirmation of nominees and a list of parent members shall be presented to the School Council by May 1.

II. Certified Representatives – Four (4) Total

Certified Faculty at Warren School shall select four (4) teachers from a list of volunteers through a written ballot by April 30. Selection procedures shall be conducted by an on-site TEA representative. The TEA representative will follow the procedures set by the TEA for handling its own elections. Confirmation of nominees and a list of faculty members shall be presented to the School Council by May 1.

III. Administrator Representative

The person designated as on-site administrator of Warren School will have an automatic position as member of the School Council.

IV. Classified Representatives – Two (2) Total

Warren School classified staff representing Teaching Assistants, Office Staff, Health Assistants, Computer Technicians, and Community Representative shall select one (1) representative.

Warren School classified staff representing Custodial/Food Services/Monitors Staff shall select one (1) representative.

These representatives will be selected from a list of volunteers and voted by all classified staff at Warren School by April 30. Selection procedures shall be conducted by an on-site TEA representative. The TEA representative will follow the procedures set by the TEA for handling its own elections. Confirmation of nominees and a list of classified members shall be presented to the School Council by May 1.

V. Community Representatives – One (1) Total

A public meeting will be scheduled for the selection of a community representative by April 30. All members in attendance shall be eligible to vote. The Open Meeting Law shall be followed and necessary information posted. Selection procedures shall be the responsibility of a representative of Warren Boosters' Association. Confirmation and name of the community representative shall be presented to the School Council by May 1.

- VI. All voting members, as duly selected representatives of their respective constituent groups, shall have the same rights and responsibilities on the School Council.
- VII. No person may be selected from more than one of the aforementioned constituent groups for purposes of membership on the School Council.

B. Duties and Powers

The School Council shall be responsible for the control and management of the affairs, property and interests of the school, and may exercise all powers that may be granted to any such association of staff, faculty, students, community representatives, and parents, except those powers which are expressly limited by appropriate laws, rules, policies, or by these by-laws.

C. Period of Service and Officers

Terms of service for all members of the School Council shall be one year, May 1 to April 30, with no term limits. Except as otherwise provided by appropriate laws and this Constitution/By-laws, the members of the School Council shall assume office May 1. The categories for the selection of School Council members shall be those designated in Article III.A. The officers of the School Council shall consist of a Facilitator, a Secretary, a Treasurer if needed. These officers shall be selected by the membership of the School Council from the membership of the School Council.

D. Manner of Acting

Except otherwise provided by this Constitution / By-laws, at all meetings of the School Council, each member, present in person, shall have one vote.

E. Vacancies

Any vacancy in the School Council occurring by reason of death, removal, resignation, or an inability to act, shall be filled from the categories designated in Article III. A.- Membership.

F. Resignation

Any School Council member may resign at any time by giving written or verbal notice to the Chairperson/Facilitator. The resignation shall take effect upon notification.

G. Committees

The School Council, by resolution adopted by the majority of the entire Council, may from time to time, designate from among its members various standing committees, and may also designate from among its members and non-members, which shall include students, parents, staff, and faculty such other committees as the School Council may deem desirable, such powers and authority as may be provided in a resolution. Each committee shall serve at the pleasure of the School Council. Standing committees shall include, but not be limited to, Agenda, Budget, Curriculum, Personnel, Environment.

H. School Administration

The School Site Administration for Warren Elementary School shall faithfully implement the policies, resolutions, and decisions of the School Council. The School Site Administration shall provide requisite information, including but not limited to school budgetary and personnel issues, to the School Council so that the School Council may fulfill its purpose as stated in Article II of the By-laws.

ARTICLE IV- MEETINGS

A. Authority to Act

1. Legislative Power

The legislative authority of Warren Elementary School shall be vested in the School Council. The School Council shall make policy for Warren Elementary School but shall defer to the faculty, staff, and administration on the day-to-day operations of the school. However, the School Council shall retain such supervisory powers to insure that its policies, resolutions, and decisions are implemented.

2. Referendum

For any action, the School Council may refer final decision making authority to any and/or all constituent groups. The School Council shall determine the procedures for the referendum vote.

B. Conduct

Meetings shall be conducted in accordance with the Arizona Open Meeting Law and all other applicable state laws, as well as R7-2-101 of the State Board Rules. Any questions of procedure not otherwise covered by statute, State Board Rule, or Tucson Unified School District policies shall be governed by the current procedure of the School Council and may not suspend except by two-thirds (2/3) vote of the entire School Council.

C. Chairperson/Facilitator

At all meetings of the School Council, the Chairperson/Facilitator shall preside. The Chairperson/Facilitator and the other officers shall be elected by a majority of the entire School Council at the first meeting of each term of service. The Chairperson/Facilitator of the School Council is also the chair of the Agenda Committee and is responsible for developing the agenda.

D. Voting

Except as otherwise provided by statute or this Constitution / By-laws, any School Council action, other than the removal or selection or election of Committee members and voting on amendments to this Constitution / By-laws, taken to a vote of the members, shall be authorized by a majority of the eligible votes cast at each meeting. To pass a resolution, a simple majority of the voting members of the School Council, present in person at a meeting, shall be

required. The Chairperson/Facilitator may vote on all resolutions placed before the School Council.

E. Agenda

The development of the agenda for regular or special meetings shall conform to the following:

1. Development of the agenda for the School Council is the responsibility of the Chairperson/Facilitator.
2. All items submitted for the agenda shall be in writing and may be provided by any member of the School Council. Other members of the administration, faculty, staff, parents, and students shall submit their items for the agenda to any School Council member for inclusion on the agenda.

F. Description of Board Action

The following terms shall be used for purposes indicated to the exclusion of other terms of similar meaning:

1. Adopt: To accept; To make one's own which was not so originally; To consent to and put into effective operation.
*Purpose: To indicate passage of amendments, by-laws, policies, recommendations, etc., thus making the term so approved an official pronouncement of the School Council.
2. Prescribe: To lay down authority as a guide, direction, or rule; to dictate.
*Purpose: To indicate imposition of an official policy or guideline of the School Council.
3. Receive: To take into possession and control; To accept custody of.
*Purpose: To acknowledge the submission of reports, recommendations, etc., to the School Council without conferring approval of a substantive material within.
4. Approve: To officially confirm, ratify, or sanction.
*Purpose: To indicate official acceptance of a motion or proposal of a School Council member during the course of a duly called meeting of the School Council.

G. Master Calendar

The School Council shall establish and maintain for each school year a master calendar of events for each of the committees conducting business as part of the site based management record of activities. Monthly updated copies reflect specific time lines, those events that occur annually, or other Council and Committee activities, and responsibilities as they arise.

H. Schedule

The School Council may hold special meetings as it may determine and shall hold regular meetings at least once a month, except for such months that may be excluded for the School Council's calendar of meetings that shall be formulated prior to the beginning of each term of service. The date, hour, and place for each regular meeting shall be fixed annually by resolution of the School Council. At least one week before a regular meeting, the Chairperson/Facilitator of the School Council shall announce and post the date, site, and time of that scheduled meeting. Special meetings may be held if at least fifty percent (50%) of the School Council members sign a waiver of notice indicating the purpose, time, date, and site of any such meeting.

I. Permanent Committee Records Maintained

The School Council endorses full and ready access to the records of its actions and the actions of any of its Committees. Towards that end, Warren Elementary School shall compile and maintain the following records.

1. Annual calendar of events.
2. Monthly calendar of events (all committees).
3. Minutes of all official action on each agenda.
4. A roster of current School Council members.
5. An updated School Policy Document with the date of passage of each policy by the School Council.
6. Annual reports on student performance.
7. Such other records, as required by subsequent action of the School Council, of other official acts.

J. Approval of Materials and Programs

The endorsement, approval, and/or adoptions of test, projects, programs, curricula, reports, methods, procedures, and other materials is limited to those recommended to the School Council through appointed Standing Committees or other committees. Accordingly, materials and recommendations received from sources other than the aforementioned committees shall be referred to the School Council for review and recommendations.

ARTICLE V – FISCAL YEAR AND TERMS OF SERVICE

The fiscal year of the School Council and membership terms of service shall be May 1 to April 30.

ARTICLE VII – RATIFICATION

The ratification of this Constitution / By-laws of Warren Elementary School shall be effective upon a two-thirds (2/3) vote of the entire classified and certificated staff and Warren School Boosters' Association.

The Warren Elementary School Faculty ratified these by-laws in March 2002
(date)

Signed: 3/18/02
(date)

Administration

Marianne Hernandez, Principal

Faculty/Staff

Laurie Elling	Suzanne Radcliffe	Rebecca Williams
Marina Barrantey	Renee Morales	Stephanie Nott
Rebecca Romero	Patricia Avalos	Gretchen Meisel
Lizbeth Broussard	Cristina Franco-Carrillo	Linda Betancourt
Rosa Peckham	George Franklin	Lisa Lane
Dionne Fernandez	Glenna Coleman	Frank Gallego
Sydney Bowie	Richard Martinez	Ellen Zinn
Lupita Sanchez	Victoria Dorris	Katrina Valdenegro
Rosie Castaneda	Patricia Weaver	Kathy Long
Angela Cabrera	Sandy Myers	Lori Bolin
Rita Bradford	Vicky Bruley	Linda Marquez
Maria Valencia	Jean O'Hanlon	Lee Whitmer
Dolores Arenas	Jojuana Macias	Liz Badilla
Linda Tredo	Joe Villa	Steve Moraga
Linda Powers	Geraldine Urias	Mary Rodriguez

Parents

Jenny Gonzalez
Johnny Sanchez
Eugene Moreno
Danielle DeLacio

A. Ratification. The signatures below indicate APPROVAL of the Warren By/Laws.

Dated 3-18-02

Marianne Hernandez
Marianne Hernandez, Principal

Faculty/Staff

Laurie Elling
Laurie Elling

Marina Barrandey
Marina Barrandey

Rebecca Romero
Rebecca Romero

Lizbeth Broussard
Lizbeth Broussard

Rosa Peckham

Dionne Fernandez
Dionne Fernandez

Sydney Bowie
Sydney Bowie

Capita Sanchez
Capita Sanchez

Rosie Castaneda
Rosie Castaneda

Angela Cabrera
Angela Cabrera

Rita Bradford
Rita Bradford

Maria Valencia
Maria Valencia

Dolores Arenas

Linda Tredo
Linda Tredo

Linda Powers

Parents

Jenny Gonzalez
Jenny Gonzalez

Suzanne Radcliffe
Suzanne Radcliffe

Renee S. Morales
Renee Morales

Patricia Ayalos
Patricia Ayalos

Cristina Franco-Carrillo
Cristina Franco-Carrillo

George Franklin
George Franklin

Glenna Coleman
Glenna Coleman

Richard Martinez
Richard Martinez

Victoria Dorris
Victoria Dorris

Patricia Weaver
Patricia Weaver

Sandy Myers
Sandy Myers

Vicky Bruley
Vicky Bruley

Jean O'Hanlon
Jean O'Hanlon

Jojuana Macias
Jojuana Macias

Joe Villa
Joe Villa

Gloria Rodriguz
Gloria Rodriguz

Geraldine Urais
Geraldine Urais

Eugene Moreno
Eugene Moreno

Rebecca Williams
Rebecca Williams

Stephanie Nott
Stephanie Nott

Gretchen Meisel
Gretchen Meisel

Linda Betancourt
Linda Betancourt

Lisa Lane
Lisa Lane

Frank Gallego
Frank Gallego

Ellen Zhan
Ellen Zhan

Katrina Valdenegro
Katrina Valdenegro

Kathy Dong
Kathy Dong

Lori Kelsey
Lori Kelsey

Linda Marquez
Linda Marquez

Lee Whitmer
Lee Whitmer

Liz Badilla
Liz Badilla

Steve Moraga
Steve Moraga

Mary Rodriguez
Mary Rodriguez

Danielle DeLacio
Danielle DeLacio

Johnny Sanchez
Johnny Sanchez

ARTICLE VI – AMENDMENTS

Except as otherwise provided by this Constitution / By-laws, statute, or rules, all of the Constitution By-Laws of Warren Elementary School shall be subject to alteration or repeal, and amendments may be proposed, by a two-thirds (2/3) vote of the entire School Council, present in person that are entitled to vote, provided that the notice of the meeting and the proposed changes are set forth in full. The School Council must refer for ratification any proposed amendments to any constituent group deemed appropriate. The School Council shall determine the procedures for the ratification vote.

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(date)

Signed: _____
(date)

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Marianne Hernandez, Principal

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