

Corona del Sol High School

SCHOOL COUNCIL BY-LAWS

submitted for initial approval November 2010

(revised Sept. 2011; revised Nov. 2013; revised Dec. 2013; revised Nov. 2014; revised Feb. 2018)

Purpose

The Corona del Sol School Council serves as a liaison between school and community. It is a representative group of the school community that serves as a sounding board, problem-solving and decision-making group. School Council oversees decisions that directly impact student learning, analyzes school safety issues, addresses concerns from the campus and its community, and allocates tax credit monies contributed to the school's General Fund. School Council meets nine times a year (through the months of September-May) at a time and place designated by each year's council; specific meeting time and location will be posted on Corona's website.

Membership

Section 1: Membership Composition

The composition of the Corona del Sol High School Council shall consist of an equal number of teachers and parents with each group ranging in numbers as follows:

Certified staff	5-6
Parents	5-6
Classified staff	1-2
Community members	1-2
Administrator (non-voting member)	1-2
Students	1-4 (one from each class)
Total number of members shall range from	14-22

Section 2: Membership Terms

Certified members will serve 4-year terms; once the term is up or if a certified staff member leaves the position, the certified staff will be notified via email of any openings and those interested may submit their names to the principal including the incumbent member whose term is up. If more than one certified member is interested in filling the open position(s), the principal will present the list of candidates to the certified staff who will select the certified member(s) to represent them.

Classified member: This same process described above applies to classified staff.

Parent member selection to the Corona del Sol High School Council shall be by peer selection as well. Notification of open positions shall be posted on the school web page, announced on the Corona del Sol website, and disseminated via the Parent email. A brief description of School Council and its role and the members' responsibilities shall be included in the notification. Parents who are interested in serving on School Council will send their names to the Principal; if there are more interested parents than there are available positions, current parent members will select the new member(s) in a random drawing. Parent members will serve as long as they have a child enrolled at Corona del Sol; a parent whose child(ren) has/have graduated may continue as a community member if there is an opening.

Community members will serve a 4-year term; notification of open community positions shall be posted on the school web page, announced on the Corona del Sol website, disseminated via the Parent email, and advertised in the local newspaper (e.g. *The Wrangler*). A brief description of School Council and its role as well as the members' responsibilities shall be included in the notification. Community Candidates should come to at least one School Council meeting and introduce themselves before submitting their name for consideration. The entire council will select community members in a random drawing.

Students interested in an *available* class position (i.e. Freshman, Sophomore, Junior, or Senior School Council representative) shall submit an application obtained from the Corona website and returned to a designated person. Current student members will review and discuss the applications and select the new member(s) based on those applications. Student members will continue their membership until graduation; a freshman representative will be

elected at the beginning of the academic year.

Responsibilities

Section 1: Roles

Roles for each School Council Meeting shall be a **Facilitator**, a **Recorder**, and a **Timekeeper**.

Section 2: Definition of Roles

The Facilitator, the Recorder, and the Timekeeper will be elected by the majority of the School Council membership at the beginning of the school year and shall remain in those positions for the duration of the school year. **The Facilitator** shall be responsible for leading each meeting and at the end of each meeting, facilitate the setting of the tentative agenda for the subsequent School Council meeting. **The Facilitator** is responsible for compiling and distributing the tentative agenda for the next meeting to all School Council Members within two school days prior to the next regularly scheduled meeting. **The Recorder** is responsible for recording the minutes during School Council meetings, transcribing them, and disseminating them to School Council members before the commencement of the next meeting; additionally, the **Recorder** will make corrections to the minutes and disseminate the corrected minutes before the commencement of the next meeting. The minutes will include the names of those members who are absent as well as those who are present. **The Timekeeper** shall be responsible for assisting members of the School Council with adherence to time lines.

Meetings

The Corona del Sol High School Council is committed to serving the school community. Agendas should be realistic in scope; the CdS School Council will generate a tentative agenda for the next School Council meeting at the conclusion of each meeting. The School Council meeting notice and agenda items will be posted on the CdS website 24 hours prior to the meeting.

Members of the School Council shall adhere to the Code of Cooperation and a modified version of Roberts Rules of Order will be followed during meetings:

<p>Code of Cooperation:</p> <ul style="list-style-type: none">• Attend meetings and be on time.• Listen and show respect.• Be considerate and courteous.• Be constructive with comments.• Be flexible and open-minded.• Maintain professionalism.	<p>Modified Order of Business (Robert’s Rules)</p> <ul style="list-style-type: none">• Call to Order• Roll Call/Determination of a Quorum• Approve Minutes of Previous Meeting• Guest Comments• Reports of Committees• Unfinished Business• New Business• Announcements• Agenda Items for next meeting• Adjournment
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It is the intention of the CdS School Council to designate time at every meeting to permit guests to address the Council. Guidelines are as follows:

- 10 minutes total time will be allotted on every agenda to permit guests to address the School Council regarding items not on the current agenda.
- The School Council reserves the right to not respond to any new issues brought up by guests during that meeting; members may request a guest’s concern be included as an agenda item for the next meeting (during the “Agenda Items for Next Meeting” portion of the meeting).
- The time allotment for any portion of the agenda (including guest speaking time) may be lengthened by majority vote at a specific meeting if it appears that additional time is needed.

Attendance

All CdS School Council members are expected to be in attendance at all regular or special scheduled meetings for each academic year. The need to leave early from a regular or special scheduled meeting shall be disclosed at the beginning of the meeting. The **Recorder** will include in the minutes the names of those members who are absent as well as those who are present.

A CdS School Council member will notify the principal or facilitator prior to any foreseen absence from regular or special scheduled meetings.

CdS School Council members who are excessively absent (more than 3 absences per school year) will have their membership reviewed by the CdS School Council at the last School Council meeting of the year. The **Facilitator** will contact any current CdS School Council member whose membership is under question to discuss the attendance issue; further, the **Facilitator** will accept members' resignations and notify the entire School Council of any resignations.

New Provisions and Amendments To By-Laws

New provisions to the by-laws must be drafted in an ad hoc committee comprised of equal numbers of parents and staff. Provision drafts must be presented to School Council for consideration and discussion; seventy-five percent of the total CdS School Council membership is necessary to adopt new provisions. Likewise amendments must be approved by 75% of the total CdS School Council membership.

Decision Making Model

It is the goal of the CdS School Council to have all members present to make decisions. In the event that not all members are present, a quorum is necessary. In order to fulfill a quorum for decisions, the School Council must be represented by a minimum of 50% of the parent members, 50% of the staff members, and a member of the school administration. If for some reason, less than a quorum is present, the council can either postpone the decision until the next School Council meeting; or in the case of an emergency decision, the council can solicit votes/opinions from other council members via e-mail or in writing, up to 50% of each constituency.

Budget

Tax Credit Oversight - In compliance with ARS 43-1089.01, the School Council shall determine how undesignated tax credit contributions to the General Fund received by the school are to be used at Corona del Sol. In addition, If at the end of a fiscal year Corona del Sol has unspent contributions that were previously designated for a specific purpose or program and that purpose or program has been discontinued or has not been used for two consecutive fiscal years, these contributions shall be considered undesignated in the following fiscal year and will therefore become part of the General Fund.

Groups/Individuals seeking monies from the general fund must submit a School Council Request for Site Based Council Funding Application **no less than one month** before funds are needed (emergency requests will be considered if approved by majority of the School Council membership). Although not required, it is advisable for clubs/organizations/individuals seeking funding to attend the meeting to provide additional information or answer questions regarding the funding request. **NOTE:** Should the club/organization/individual requesting funding be present at the meeting, they may be asked to leave the room during the voting process in order for the council to openly discuss the funding request; further, School Council members who would directly or indirectly benefit from School Council funding grants must recuse themselves from the fund approval voting.