

DRACHMAN (K-8) MONTESSORI MAGNET SCHOOL

Shared Decision-Making School

Constitution and Bylaws

I. PREAMBLE

A. VISION STATEMENT & MISSION STATEMENT

Drachman’s Vision Statement: “Drachman Montessori’s community nurtures the whole child. Together we guide and empower one another toward individual excellence. As responsible and peaceful citizens of the world, we honor our cosmic task.”

Drachman’s Mission Statement: “We are Responsible and Peaceful!”

B. PURPOSE

1. 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.
2. To make decisions in the best interest of student achievement through student, staff, parent and community involvement.

C. GOALS

1. To improve student learning by creating Montessori programs and specialist and exceptional education programs responsive to diverse student needs by applying appropriate practices.
2. To create life-long learners by providing opportunities and environments for personal excellence.
3. To celebrate learning.

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Amy Flores: Certified Staff Representative & School Council Facilitator
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Gloria Valdez: Community Member (gloria.valdez@tusd1.org)

Jocelyn Strauss: Parent (petunia5@email.arizona.edu)

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D. DEFINITION OF DRACHMAN’S SHARED DECISION-MAKING COMMUNITY

The Drachman Community is a shared decision-making community, which includes the students, parents, faculty, staff, principal and extended community of Drachman (**K-8**) Montessori Magnet School.

II. SCHOOL COUNCIL

A. DEFINITION OF THE SCHOOL COUNCIL

The School Council is the primary governing body of Drachman (**K-8**) Montessori Magnet School. The School Council is a representative body of people who are elected from Drachman (**K-8**) Montessori Magnet School Shared Decision-making Community according to the articles IIB and IIC, below.

B. MEMBERSHIP OF THE SCHOOL COUNCIL

Pursuant to the Arizona State Statutes, 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 Drachman (**K-8**) Montessori Magnet School Council will be composed of:

1 Principal

1 Classified Staff (representing all non-certified employees)

3 Parents

3 Certified Staff (representing all certified employees)

1 Community Member

Principal

- Election and Term of Service – The Principal is the only member neither of the council whom is neither elected nor subject to a term of service. The school principal serves as a member of the School Council for as long as they remain principal of the school.
- Duties – The Principal is responsible for implementing decisions made by the School Council. The Principal is also responsible for all other general duties of any School Council member (see F. DUTIES OF THE SCHOOL COUNCIL, below)

Classified Staff

- Election – An election will be conducted in accordance with procedures set forth by the Tucson Education Association (TEA). Classified representatives will be elected at a faculty meeting by other classified staff.
- Term of Service – Each classified staff member will serve a term of not more than 4 years. A new election, open to all eligible classified staff members, must be conducted at the end of each term. There are no limits to the number of terms a classified staff member is allowed to serve.
- Duties – The Classified Staff representative is responsible for representing the views of the school’s classified staff and communicating with their constituency all business of the School Council.

Parents

- Election – The Parent Teacher Organization (PTO) will facilitate the election of parent representatives. Current School Council parent representatives will conduct the parent representative elections. Only current Drachman (**K-8**) Montessori Magnet parents will be allowed to

vote for these representatives, and they need not be members of the PTO in order to vote. Where possible, each parent representative will be selected to represent a different grade level. Where possible (any years where there is at least one vacant parent representative position), in order to allow for possible representation from parents of all grade levels, one slot will be reserved for election at the first of the school year.

- Duties – Parent representatives are responsible for representing the views of the Parents of Drachman (K-8) Montessori Magnet School and communicating with their constituency all business of the School Council.

Certified Staff

- Election – An election will be conducted in accordance with procedures set forth by the Tucson Education Association (TEA). Certified representatives will be elected at a faculty meeting by other certified staff. Under ideal conditions that include a representative from each cohort group, these groups will vote for their own rep.
- Term of Service – Each certified staff member will serve a term of not more than 4 years. A new election, open to all eligible certified staff members, must be conducted at the end of each term. A certified staff member is allowed to serve no more than two terms.
- Duties – The Certified Staff representative is responsible for representing the views of the school’s certified staff and communicating with their constituency all business of the School Council.

Community Member

- Election –It is the responsibility of the existing School Council to elect the Community Member from a list of nominees brought forth to the Council by the School Principal.
- Term of Service – The community member will serve a term of not more than 2 years. A new election must be conducted at the end of each term. A community member is allowed to serve no more than 2 terms.
- Duties – The Community representative is responsible for representing the views of the Drachman (K-6) Montessori Magnet School Community and communicating with their constituency all business of the School Council.

C. PROCEDURES FOR THE ELECTION OF COUNCIL MEMBERS

1. Each constituency group shall be responsible for electing their representatives. Parents will be elected at a designated PTO meeting. Current School Council parent representatives will conduct parent representative elections at the PTO meeting. Teachers (certified) and classified representatives will be elected at a designated faculty meeting and the elections shall be conducted in accordance with procedures set forth by the TEA. The current Principal will automatically serve as a member of the Council. All School Council members must be elected before May 1st, with the only exception of one parent representative during years where there is at least one parent representative vacancy. There is no limit to the number of terms any eligible member can serve.
2. Any Council vacancies will be communicated to all voting bodies within a maximum of 30 days of the vacancy.
3. The term of office for each Council Member will begin May 1st and end May 31st of the following appropriate year (as defined in IIC). School Council members for the previous year will meet with new School Council members during the month of May, serving as Ex Officio members, to facilitate a smooth transition. No person elected shall represent more than one group at a time.
4. School Council officers will be elected by a majority of the council during the May meeting of the Council each year. Officers shall consist of, but not be limited to, a facilitator and recording secretary.

D. RESIGNATIONS, VACANCIES AND REPLACEMENTS OF COUNCIL MEMBERS

1. Resignation – Any Council member may resign at any time by giving written notice to the School Council Facilitator. Unless otherwise specified in written notice, the resignation shall take effect upon the receipt of the notice to the Facilitator.
2. Vacancy – Vacancies that occur during the term of office will be filled according to established election procedures outline in section IIB.
3. Replacements – If the vacancy occurs, the constituency group can appoint a replacement to complete that term of office.

E. CONDUCT AND ATTENDANCE OF COUNCIL MEETINGS

1. All meetings will be conducted in accordance with Arizona Open Meeting Law and all other applicable state laws, as well as R7-2-101 of the State Board Rules. Any question of procedure not otherwise covered by statute, state Board Rule, or the current edition of Robert’s Rule of Order shall govern Tucson Unified School District policies. Adopted rules of procedure of the Council may not be suspended except by a two-thirds vote of the Council members present.
2. Any non-voting members may attend any School Council meeting and express concerns during a call to the audience.
3. Regular member attendance or notification of absence to facilitator is required. Non-attendance for two consecutive meetings may imply an inability to serve. The School Council Facilitator shall approach said constituency group to determine the member’s intent to serve. If absences continue, the School Council will determine actions to be taken, to and including replacement of the representative.

4. If unable to attend a School Council meeting, the Facilitator shall select another council member to act as Facilitator on their behalf prior to their absence. This person shall not vote on behalf of the Facilitator.
5. For the purposes of business being conducted by the Drachman (K-8) Montessori Magnet School a quorum shall be defined as 2/3rds of the council members.
6. Proxy voting is allowed and counts towards a quorum. Proxies will be accepted in writing (as a handwritten note, a typed note or by email) submitted in time for the Facilitator to acknowledge receipt in advance of meeting.

F. DUTIES OF THE SCHOOL COUNCIL

1. The School Council shall be responsible for making decisions supporting the goals as established by Article I addressing those issues, property, and interests of the school and may exercise all powers that may be granted to any School Council association except those powers which are expressly limited by applicable laws.
2. The principal will implement decisions made by the School Council. The School Council will establish and maintain documentation of all decisions voted on by the Council.
3. The School Council shall notify the shared decision-making community of meetings through parent and staff bulletins. The School Council meetings will be held no less than once monthly. Special meetings may be called as necessary. Agendas for special meetings will be published at least two calendar days in advance of the meeting date.
4. Where appropriate, the School 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 shared decision-making record of activities. Monthly updated copies will reflect specific time lines, those

events that occur annually, other committee activities and responsibilities as they arise.

5. Agendas will be decided 2 days before the meeting by council members. The Principal and Facilitator will meet prior to the next meeting of the School Council to review the agenda if additional agenda items are submitted. Items submitted for the agenda shall be in writing and may be provided by any member of the Council. Other members of the administration, staff, parents and students shall submit their items for the agenda to any council member for inclusion one week before the next scheduled meeting. An agenda will be published at least 2 calendar days in advance of the meeting date.
6. The School Council will fulfill the duties prescribed by applicable law, rules and regulations and policies. Personnel matters shall follow Tucson Unified School District Board policy and state and federal guidelines.
7. Each School Council member has a responsibility to communicate with, and represent, the constituency from which the Council member was elected.

III. METHODS OF OPERATIONS

A. MAJORITY VOTE

1. Definition of Majority Vote: At all meetings of the School Council, each member of the council shall have one vote.
2. Operation of Majority Vote:
 - a. A simple majority of the council members in attendance, and including proxy votes, shall be necessary and sufficient to constitute a majority vote for the transaction of any business.

- b. The facilitator of the council may vote on all ACTIONS placed before the council. A tie vote will be tabled to the next scheduled meeting if additional discussion does not resolve the issue.
3. Use of Majority Vote: All committees, the School Council, Standing Committees and Ad Hoc Committees will reach decision by majority vote.

B. RECONSIDERATION

A School Council decision is subject to reconsideration according to the established procedures.

1. All requests must be submitted in writing 2 weeks prior to the Council meeting.
2. Appeals must have 75% approval of one of the following shared decision making bodies: Certified Staff, Classified Staff, or Drachman PTA.
3. The council will act on the appeal in a timely manner.
4. Successful appeal will require 75% vote of the council.

C. CONSTITUTION AND BYLAWS

1. Ratification: To take effect, this document must be ratified by a two-thirds vote of ballots cast by the Drachman Shared Decision-Making Community.
2. Amendments: Any member of the Drachman Shared Decision-Making Community can propose an amendment to the Drachman Shared Decision-Making Constitution. Rationale for the proposed amendment will be presented to the School Council. Voting will take place at a meeting of each constituency group with a two-thirds vote of the ballots cast needed to ratify an amendment.

IV. PERMANENT COUNCIL RECORDS

- A. The School Council Facilitator will maintain all official records. The School Council Facilitator shall direct, compile and maintain the following:
1. Annual calendar of events. Quarterly calendar. Agenda of meetings.
 2. Minutes of all official action on each agenda.
 3. All current committees with memberships and resolution which mandates scope of service.
 4. Attendance at Council meetings.
 5. Such other records are required by subsequent action of the Council.

V. ESTABLISHING COMMITTEES

- A. COMMITTEES – The School 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, such other committees as the school Council may deem desirable, and such powers and authority as may be provided in a resolution. The council has the authority to establish any and all committees to accomplish designated goals and objectives and to abolish said committee(s) when the work of the committee(s) is accomplished. Each committee shall serve under the expectations of the School Council.
- a. The following committees may be established as appropriate:
 1. Hiring
 2. Budget
 3. Curriculum
 4. Agenda (includes the facilitator and the site administrator)
 - b. Other committees may be established as needed.

B. SELECTION OF MEMBERS FOR STANDING AND AD HOC COMMITTEES

- a. Method of selection of committee members will be determined by the School Council through any of the following procedures:
1. Recruitment
 2. Volunteer
 3. Election

DRACHMAN SCHOOL COUNCIL INTERVIEW POLICY

Drachman School Council does not have a standing hiring committee. Hiring committees will be established for each new hire, and they will follow policies and regulations established by the TUSD Governing Board. Each committee will consist of the principal, at least one parent, at least one teacher, and at least one member of Drachman's School Council who is not the principal.

THE DRACHMAN SCHOOL STAFF AND PARENTS RATIFIED THIS CONSTITUTION/BYLAWS ON FEBRUARY 6, 2001.

THE DRACHMAN SCHOOL STAFF AND PARENTS AMENDED THIS CONSTITUTION/BYLAWS IN MAY, 2003.

THE DRACHMAN SCHOOL STAFF AND PARENTS AMENDED THIS CONSTITUTION/BYLAWS IN March, 2006.

THE DRACHMAN SCHOOL STAFF AND PARENTS AMENDED THIS CONSTITUTION/BYLAWS IN January, 2010.