

GRAYHAWK ELEMENTARY SCHOOL  
SCHOOL COUNCIL BY -LAWS

I. **School Council Philosophy Mission Statement:**

In keeping with the need to continually strive for school improvement and effective schools, and to increase involvement in the decision-making process, the Governing Board endorses and supports site councils at each school within the district.

School councils will be involved with site based decision making, a process whereby representatives from staff, parents, community, and administration work together to arrive at decisions which are effective for the school. The primary focus of site based decision making is directed toward the benefit of the students in general and the school as a whole. The principal will identify topics appropriate for site council consideration.

The decisions must be consistent with the District's Philosophy and Board Educational Goals, be focused on the enhancement of student learning and must be approved by the principal. Decision should come to consensus by keeping the school mission statement or the main guideline.

**Grayhawk Mission Statement:** Grayhawk Elementary dedicated itself to the education of children. The uniqueness of each child is shared and valued. Our aim is to instill within each student the love of learning with an enriched and integrated core of basic knowledge. As a keystone of our mission, we believe in the partnership of school, family and community. Together, we will develop students who possess the skills to solve problems, accept responsibility, and adapt to the changes and challenges of the future.

II. **Membership:**

A. Membership on the Grayhawk Elementary School Council will consist of the following representatives:

- Principal (1)
- Certified Staff (2)
- Classified Staff (2)
- Parents (2)
- Community Patron (1)

B. Membership for parent, certified, and classified staff openings for the next school year will be filled by their respective groups. Names should be given to the Principal before the close of the current school year.

C. Members are to serve a two-year term on the council. If possible, half will be continuing members each year to provide continuity, and half will be new members.

D. The Council will do its best to fill all positions. However, if a community patron is not available, a parent may fill this position.

III. **Communication:**

A. School Council Members will make themselves available for concerns from their representative groups.

B. Times and dates for all meetings will be printed in the school newsletter.

- C. Members will receive a copy of the agenda 24 hours in advance of the meeting.
- D. Council Agenda will be posted in the Administration Building 24 hours prior to each meeting.
- E. Minutes will be available to the public in the school office.
- F. Minutes will be distributed to each School Council member.

**IV. Roles and Responsibilities:**

- A. It is the responsibility of council members to set goals for the year that speak to the interest of their represented groups. The Principal will prioritize goals.
- B. It is the responsibility of council members to attend meetings on regular basis. Council members will notify the Principal's secretary in advance of unavoidable absences from meetings.
- C. Members who are absent may send a substitute as proxy for discussion and decision making purposes. The substitute must meet membership eligibility criteria as defined by Arizona Revised Code and Governing Board policy.
- D. The Principal will serve as the chairperson.
- E. The Chairperson is responsible for the preparation and distribution of the agenda to site council members. Members may forward items to the Chairperson along with relevant backup material, to be considered for placement on the agenda. The Principal must approve all items.
- F. The Chairperson will designate a recorder for each meeting.
- G. Members who need to be relieved of their obligation to serve must notify the Principal as soon as possible. The Principal will notify the appropriate representative group of vacancies, and select a new member as soon as possible.

**V. Meetings:**

- A. Start on time.
- B. Meetings will last no longer than 60 minutes, unless there is a consensus of the council to continue. A specific length of time will be identified when extending the meeting.
- C. Meetings will begin with a review of open action items from previous meetings
- D. A recorder, assigned by the Chairperson, will record minutes.
- E. A minutes will include a brief overview of each agenda item, open action items, and consensus reached.
- F. The Chairperson must ensure that any non-members in attendance identify themselves in affiliation to the school.
- G. Open meeting law for site councils identified in the Arizona Revised Status will be adhered to.
- H. Meeting topics will be identified by the Principal as either "input:" or "consensus" items.

**VI. Decision Making:**

- A. Each member has an equal voice, which must be heard in the group.
- B. Council decisions will be made by consensus process.

**VII. Public Input:**

All meetings are open and public input is welcome. Site council may set time limits for input and only site council members are involved in the decision process.

**VIII. Amendments to Policies and Procedures:**

- A. The Policies and Procedures of the Council may be amended by Council consensus.