



**LIBERTY ELEMENTARY SCHOOL**  
THE CENTER FOR AGRISCIENCE EDUCATION  
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## **LIBERTY ELEMENTARY SCHOOL SITE COUNCIL BY-LAWS**

### **ARTICLE I: NAME:**

- A. The name of this organization shall be the Liberty Elementary School Site Council, hereafter referred to as the Site Council.

### **ARTICLE II: MISSION OF THE COUNCIL:**

- A. Pursuant to District guidelines and policies, the Site Council will ensure that the School's mission and the Council's By-Laws are attained. Our mission statement is as follows: Collaboratively provide leadership, direction and support to the school community in its quest to provide a quality education to all students through continuous school improvement.
- B. The decision-making role of the Site Council will be appropriate to the team's role in the school, with respect to the roles and authority of the administrators and committees. It will evolve with the support of the school's administrator, staff and parents. The Site Council will participate in the development and monitoring of the school improvement plan, assist the school administrator in planning and prioritizing the school's budget, and provide input into the selection of school staff.

### **ARTICLE III: COUNCIL COMPOSITION:**

- A. The composition of the Site Council will be determined by the council. There must be an equal number of certified employees and parents of pupils enrolled in the school and they shall constitute a majority of council members.
- B. The initial composition will consist of up to thirteen members. The initial composition includes the administrator, up to four parents or guardians of students enrolled in the school, four certified employees, two non-certified employees, and up to two community members.
- C. The Liberty Elementary School Site Council shall consist of a maximum of twelve voting members, each with one vote. The administrator will only step in as a voting member in the event of a tie-vote.
- D. The members of the council may include but not necessarily be limited to the following:
1. Administration-The principal of the building shall have a permanent position on the council and shall vote only in the case of ties.
  2. Certified Personnel: There shall be no more than four voting positions on the council for any full or part-time certified personnel at Liberty Elementary.

3. Classified/Non Certified Personnel: There shall be no more than two voting positions on the council for any classified/non certified employee at Liberty Elementary.
4. Parents/Guardians: There shall be no more than four voting positions from parents with a child or children currently in attendance at Liberty Elementary.
5. Community Members: There shall be no more than two voting positions from community members who do not have children in attendance at Liberty Elementary.

**ARTICLE IV: TERMS OF SERVICE:**

- A. Terms of service for all members of the Site Council shall be two years, with no term limits.
- B. Advertisement of opportunity to join Site Council for the upcoming year shall be done during the month of May during each school year.
- C. Elections are to be held the first meeting of Site Council for the new school year. In the event of more volunteers than openings in any category of membership, an election shall be held.
  1. Ballots in staff mailboxes will hold certified and classified personnel elections. Only certified and classified personnel will be eligible to vote in this election.
  2. Parent/guardian elections will be held through the use of ballots sent home to the oldest sibling in the school. Only parents and guardians of students at Liberty Elementary will be eligible to vote in this election.
  3. Community member elections will be held by ballots available in at the Liberty Front Office. The election will be advertised on the marquee in front of the school for at least one week prior to the election. Only community members living within the Liberty Elementary attendance area will be eligible to vote in this election.
- D. The school site council may, by a vote of two-thirds of all its members, suspend or expel a member for the following reasons:
  1. The member can no longer uphold the duties for which they were elected.
  2. The member no longer resides within the school boundaries or works at the school.
  3. Automatic termination for unexcused absences from three consecutive meetings.
- E. Any elected member may terminate his or her own membership by submitting a written letter of resignation to the Site Council Facilitator or School Administrator.

**ARTICLE V: OFFICERS:**

- A. The Council shall vote on officers to facilitate and record meetings at the first meeting of the school year. The officer positions shall be known hereafter as Facilitator and Recorder.
  1. The Recorder shall be responsible for taking all notes at each meeting, including attendance for the Monthly Minutes. Those notes will be typed up and distributed to all members via email at least one week prior to the next meeting. Minutes will also be distributed at the next meeting and posted online to the school's website.
- B. The School Administrator shall facilitate meetings in the absence of the facilitator.
- C. Officers shall be elected by a majority of the Site Council at the first meeting of each term of service.

**ARTICLE VI: MEETINGS:**

- A. The council will meet a minimum of one time each month, August through May. Other meetings will be scheduled as the need arises. The council shall determine dates of the meetings. Every effort shall be made to publish meetings dates and agendas twenty-four hours prior to the meeting.
- B. Meetings shall be limited to an hour and a half with the option of an extension by council consensus.
- C. If time runs out before the completion of agenda items, the remaining items will be tabled and addressed at the next meeting.
- D. If a voting member misses three consecutive, regular meetings, the Facilitator of the Council shall contact the missing member to ascertain their membership intentions.

**ARTICLE VII: MEETING PARAMETERS:**

- A. The council shall abide by the following parameters, set by council consensus at each meeting:
  - 1. Meetings will start and end on time.
  - 2. Every effort will be made to follow the published agenda. Citizen comments will be limited to three (3) minutes.
  - 3. Maintain an open-mind, respect the opinions of others, listen attentively with no sidebar conversations and participate when appropriate.
  - 4. Dissemination of information should be handled with discretion and not discussed outside of the meetings unless with fellow Council members.

**ARTICLE VIII: AGENDA:**

- A. The agenda for each meeting shall include, but not be limited to:
  - 1. Minutes from previous meeting
  - 2. Old Business/School Reports
  - 3. New Business
  - 4. Call to the Public

**ARTICLE IX: MINUTES:**

- A. Minutes shall include, but not be limited to:
  - 1. Attendance
  - 2. Time & Location
  - 3. Notes of Discussion
  - 4. Any and all Voting Results
- B. Minutes for each meeting will be distributed to all Site Council members within a week of the next meeting. A copy will also be placed onto the school website.

**ARTICLE X: QUORUM:**

- A. A majority of members shall constitute a quorum for each regular meeting.

**ARTICLE XI: PUBLIC INPUT:**

- A. All Site Council meetings are open to the public.

- B. Each agenda shall include an item entitled "Public Participation" or "Call to Audience" at which time non-council members may state their opinions, suggestions, or concerns within the three (3) minute time limit.
- C. Citizen's comments at other times during the meetings shall be at the discretion of the Council members and shall be limited to the topic currently under discussion.

**ARTICLE XII: DECISION MAKING:**

- A. All decisions will be made by a Vote of all members present at the meeting.

**ARTICLE XIII: AMENDMENTS:**

- A. Any council member may propose an amendment to the By-Laws at any regular meeting. The proposed change must be posted at least 21 days prior to the "meeting at which the amendment will be voted on. The proposed amendment must pass by majority of the members present. Amendments to the By-Laws must follow the decision making process.