

HUDLOW ELEMENTARY SCHOOL SHARED DECISION-MAKING SCHOOL CONSTITUTION AND BYLAWS

I. PREAMBLE

A. Vision Statement – Hudlow school will provide a safe, secure, and culturally diverse environment, which nurtures the social, emotional, physical, and intellectual needs of children through a wide variety of developmentally appropriate practices.

B. Goal- To make decisions in the best interest of student achievement and development, through student, staff, and parent involvement. School improvement will be consistent with our vision statement.

C. DEFINITION of “Hudlow Community”- The Shared Decision-Making Community includes the students, parents, faculty, community member, staff, and principal of Hudlow School.

II. OVERVIEW OF GOVERNING STRUCTURE

SHARED DECISION-MAKING COMMUNITY

Faculty, Staff, Administration, Students, Parents, Community Members

SITE COUNCIL

Representatives

STANDING COMMITTEES

Ad HOC Programs

Finance/special Programs

Communication/training

Curriculum

Facilities

Procedures

Student Council

III. SITE COUNCIL

A. DEFINITION OF THE SCHOOL COUNCIL The School Council is a representative body of 11 people, 6 who are elected from Hudlow School Shared-Decision Making Community according to articles III.B. and III.C. The School Council is the primary governing body of Hudlow School.

B. MEMBERSHIP OF THE SCHOOL COUNCIL

- 1 Principal
- 1 Classified Staff representing teaching assistants, office staff, and community representative.
- 4 Parents, at least one each representing neighborhood and extended community parent
- 4 Certified staff representing all certified employees.
- 1 Representative of custodial/food service/monitors staff
- 1 Community member

C. PROCEDURES FOR ELECTING THE SCHOOL COUNCIL MEMBERS

1. Site Council vacancies will be communicated to all voting bodies by the first quarter of the school year.
2. The Procedures Committee will accept nominations in writing during the second week of school.
3. Confirmation of nominees will take place during the first quarter of school. Confirmation will be indicated by nominees’ signatures of a “Pledge to Serve” form.
4. Ballots will be prepared and distributed by the third week of school.

5. Elections of School Council members by secret written ballot will take place during the fourth week of school. The Procedures Committee will count ballots.

6. Their own constituencies will elect School Council members.

D. TERMS OF OFFICE

1. The Principal and Student Council President will be permanent members of the School Council.

2. All other School Council members will be elected for a yearly term; October 1st thru October 1st of the following school year. Members can be elected for no more that 2 consecutive terms with one semester off before serving again.

E. ATTENDANCE AT SCHOOL COUNCIL MEETINGS

1. Non-Members Attendance

Non-Voting members may attend any School Council meeting and express concerns as recognized by the Chair.

2. Member Attendance

Regular attendance or notification of absence is required. Non-attendance for three consecutive meetings may imply an inability to serve. A representative Site Council shall approach said member to determine her/his intent to serve.

3. Standing and Ad Hoc Committee Chair Attendance Committee Chairs or their designated representatives will attend at their own discretion or at the request of the Site Council.

F. VACANCIES AND REPLACEMENT ON THE SCHOOL COUNCIL

Vacancies that occur during the school year will be advertised. Elections will be held as in article III.C.

G. DUTIES OF THE SITE COUNCIL

1. Determine how the duties of the committee will be shared among the member of the Site Council (i.e., taking minutes, Chair, etc.)

2. Determine membership of Standing and Ad Hoc Committees.

3. Refer issues to Standing and Ad Hoc Committees.

4. Act on issues not referred to Standing of Ad Hoc Committees and act on recommendations of Standing and Ad Hoc Committees.

5. Decide when a vote is appropriate on any issue by the whole or any part of Peter Howell Shared Decision-Making Community.

6. Minutes of each School Council meeting will be distributed both in English and Spanish to the Howell Community.

H. MEETING OF THE SCHOOL COUNCIL

1. The School Council meetings will be held once per quarter. Special meetings may be called as necessary. Meeting days, times, places will be determined by the consensus of the Site Council members.

2. The Hudlow Shared Decision-Making Community will be notified of regular meetings through parent and staff newsletters and Student Council. Notification of special meetings will be made when necessary.

I. AGENDA FOR SCHOOL COUNCIL MEETINGS

1. The Site Council will determine the agenda for meetings, to include: the aforementioned duties of the Site Council as listed in article III.G., attendance, review of minutes, non-members comments, announcements, and other issues deemed necessary by the Site Council.

IV. METHODS OF OPERATIONS

A. CONSENSUS

1. Definition of Consensus

Consensus occurs when a group reaches a conclusion, which has blended the best ideas into a decision that everyone in the group can support.

2. Operation of Consensus If consensus is met, the issue passes; If consensus is not met, the issue will be referred back to the originating subcommittee for revision and/or reconsideration. If an individual continues to “block” the consensus, she/he may choose to continue to “block” the consensus and the issue will not pass.

3. Use of Consensus All committees, the School Council, Standing Committees, and Ad Hoc Committees will reach decision by consensus.

B. MAJORITY VOTE

1. Upon consensus of the Site Council, an issue may be forwarded to the entire Pete Howell Shared Decision-Making Community or any constituent Community, as appropriate, for a vote by written secret ballot. Issues will be passed by a majority affirmative vote of the ballots cast.

2. Two Site Council members will count written ballots.

C. CONSTITUTION AND BYLAWS: PROCEDURES FOR ACTION

1. Ratification

To take effect, this document must be ratified by a two-thirds vote of the ballots cast by the Peter Howell Shared Decision-Making Community.

2. Amendments

a. Any member of the Peter Howell Shared Decision-Making Community can propose an amendment to the Peter Howell Shared Decision-Making Constitution. Rationale for the proposed amendment will be presented to the School Council.

b. The Site Council will decide whether to ratify the amendment by consensus of the Site Council or to call for a vote of the Hudlow Shared Decision-Making Community, with a two-thirds vote of the ballots cast needed to ratify an amendment.

V. COMMITTEES

There will be six Standing committees and any number of Ad Hoc Committees as needed.

A. TYPES AND AREAS OF RESPONSIBILITY

1. Standing Committees

a. Finance/Special Programs

i. Fund raising (not PTA connected)

ii. Special funds (Grants, Coke Fund, etc.)

iii. PTA funded programs

iv. Performances

v. Residence

b. Communication/training

- i. Between school and district
- ii. Between school and community/business within Shared Decision-Making Community
- iii. School Calendar
- iv. Mediation
- v. Visitors
- vi. In-services vii. Staff Training

c. Curriculum

- i. Content
- ii. Record keeping (grades, folder, portfolios, reading records, etc.)
- iii. Academic Programs (K-3, GATE, PACE, etc.)
- iv. School Improvement Plan
- v. Extended Day (Hours, Procedures, Curriculum)

d. Facilities

- i. School Council School Aesthetics
- ii. School Environment (playground, courtyard)
- iii. Facility Use areas (cafeteria, Ramada, room management, health and safety)
- iv. Maintenance

e. Procedures

- i. Scheduling (School Day, TA, hours, specialist)
- ii. Child Study MTSS
- iii. Elections
- iv. Discipline v. District Job Descriptions and guidelines for certified personnel
- vi. Staff hires and staff position changes.
- vii. Interviewing prospective employees
- viii. Class Assignments (placement of new children, mainstreaming)
- f. Student Council

2. Ad Hoc Committees to be decided by the Site Council

B. SELECTION OF MEMBERS FOR STANDING AND AD HOC COMMITTEES

Method of selection of Standing and Ad Hoc Committee members will be determined by the Site Council through any of the following procedures:

Recruitment

Volunteer

Election

Selection of Interview Committee