

Borton Primary Magnet School School Council Shared Decision Making Constitution and Bylaws

I. Preamble

- A. Vision Statement
Borton School will provide a secure and culturally sensitive environment, which nurtures the social, emotional, physical, aesthetic, and intellectual needs of children through developmentally appropriate practice.
- B. Goal
To make decisions in the best interest of student achievement through student, staff and parent involvement. School improvement will be consistent with Borton School's vision statement.
- C. Definition of "Borton Community"
The Shared Decision-Making Community includes the students, parents, faculty, staff and principal of Borton School.

II. School Council Operating Procedures

Shared decision making is implemented at Borton through a committee system. The School Council, is the primary governing body of the school and is supported in this function by the Standing Committees.

III. Membership of the School Council

- A. The School Council is a representative body of people who are elected from Borton School Shared Decision Making Community according to Articles III.B. and III.C. The School Council is the primary governing body of Borton School.
- B. Membership of the School Council
The membership of the school council will not exceed 12 members. The School Council will be composed of the principal, an equal number of certified staff members and parents, classified staff and community members, as available.
- C. Terms of Service
 - 1. The principal shall be a permanent member of the School Council.
 - 2. With the exception of the principal, all members of the School Council are elected for a 2 year term. No more than half of the school council will rotate off in any given year to assure continuity on the council.
 - 3. Vacancies occurring during the school year will be advertised and filled by volunteers from within the constituency group.
- D. Election of the School Council
 - 1. Each constituency group shall be responsible for electing its own representatives. There is no limit to the number of terms any member can serve.

2. School Council officers should be elected at the first meeting after October 15.
- E. Attendance at School Council Meetings
1. Non-voting members are encouraged to attend School Council meetings and may speak when recognized by the chair.
 2. Regular attendance is required for School Council members. Non-attendance, without prior notification, for three consecutive meetings may imply an inability to serve. A representative of the School Council shall approach the member to determine his/her intent to serve.
 3. Standing and Ad Hoc Committee Chairs will attend no less than once a month for the purpose of bringing a report to the council from their committee. Committee Chairs may be asked to attend additional meetings as requested by the chair of the School Council.
- F. Duties of the School Council
1. Determine how the duties of the committee will be shared among the members of the council (eg. taking minutes, Chair, etc.)
 2. Determine the method of membership of Standing and Ad Hoc Committees
 3. Approve names of certified staff members to serve on an interview committee. Committee members will agree to serve for one school year on an as needed basis. They will be asked to participate in interviews based on the position being filled and personal availability.
 3. Decide to refer issues to Standing and Ad Hoc Committees.
 4. Review and make recommendations regarding budget and finance issues.
 5. Act on issues not referred to Standing or Ad Hoc Committees and act on recommendations of Standing and Ad Hoc Committees.
 6. Decide when a vote is appropriate on any issue by the whole or any part of the Borton Shared Decision Making Community.
 7. Post minutes of each Core Committee meeting to the Borton community.
- G. Meetings of the School Council
1. The School Council meetings will be held no less than one time per month during the school year. Special meetings may be called as necessary. Meeting days, times and places will be determined by the consensus of the School Council members.
 2. The Borton Shared Decision-Making Community will be notified of regular meetings through parent and staff bulletins and posted in the front of the school office in accordance with open meeting laws.
 3. When a special meeting is required, notification will be made to the community no less than 24 hours in advance.
- H. Agenda for School Council Meetings
- The School Council will determine the agenda for meetings, to include: the aforementioned duties of the School Council as listed in article III.F., attendance, review of minutes, non-members' comments, announcements, and other issues deemed necessary by the School Council.

IV. Decision Making

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 the group can support.

2. Operation by Consensus

a. If consensus is met, the decision passes.

b. If consensus is not met the council may take a variety of actions including.

i. Agree to take more time in order to research and discuss ideas for resolving areas of disagreement and bringing the group to consensus.

ii. Agree to lay aside a specific issue for another time and reach consensus on issues when the group is ready.

iii. Invoke previously agreed upon method of dispute resolution such as arbitration or mediation.

iv. Invoke a previously agreed upon method of decision making, such as a majority vote.

v. If an individual continues to block consensus, she/he may choose to step aside and allow the issue to go forward or she/he may continue to “block” the consensus and the issue will not pass.

3. Use of Consensus: The School Council, standing and ad hoc committees will reach decisions by consensus.

B. Majority Vote

1. Upon consensus on the School Council, an issue may be forwarded to the entire Borton Shared Decision-Making Community or any constituent body of the Borton Shared Decision-Making Community, as appropriate, for a vote by written, secret ballot. Issues will pass by a majority vote of the ballots cast.

2. Two School Council members will count the written ballots.

C. Constitution and Bylaws:

1. Ratification

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

2. Amendments

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

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

V. Committees

- A. Standing Committees shall oversee and make recommendations as described below:
 - 1. Curriculum: fine arts, grading/narratives, testing, Desert Project, other special programs as assigned by the School Council,
 - 2. Procedures and Communications: attendance, school handbook, volunteers, transportation
 - 3. Facilities: school improvement projects and repairs to include inside the facility and the grounds as well as the bird sanctuary
 - 4. Extended Day;
- B. The School Council will create Ad Hoc Committees as needed.
- C. Method of Selection
The School Council, via recruitment, volunteer or election, will determine Method of selection of standing and ad hoc committee members.
- D. At the beginning of each school year the school council will approve a list of staff members who wish to serve on interview committees which may be necessary during the academic year. When a vacancy occurs the principal will then select from that list an interview committee based on job classification and availability.

VI. Hold Harmless Clause

Notwithstanding any provision of law or these bylaws to the contrary, in consideration of being granted membership on the Council all individuals and members agree that no member of the Site Council or Standing Committees shall be personally liable for any compensatory, punitive or other monetary damages arising as a result of any decision, act, omission or other conduct by such person(s) which is based on a good faith intent to act within the scope of the bylaws.