

**Roberts Naylor K8 School**  
**Shared Decision Making**  
**Constitution and Bylaws**

**I. Preamble**

A. Mission

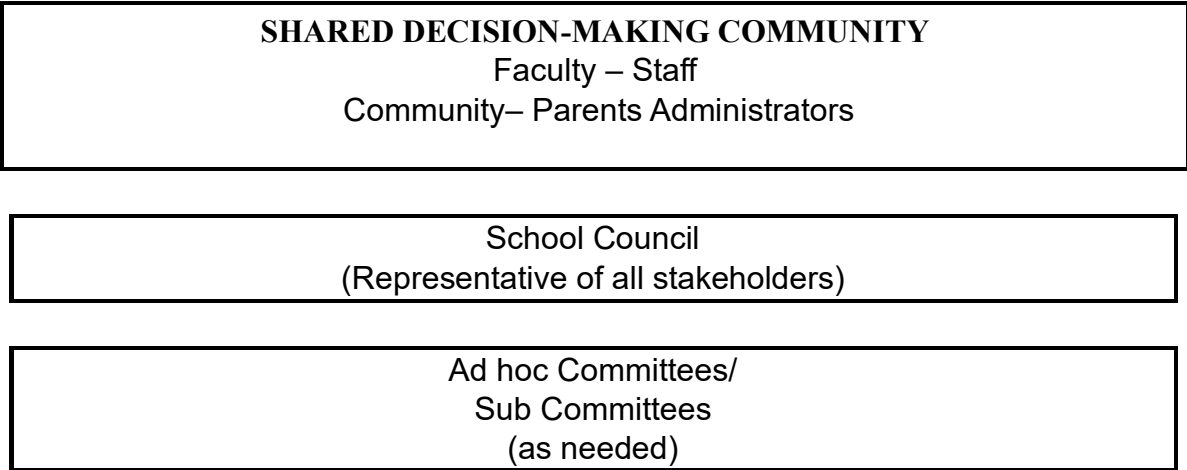
Roberts Naylor K8 School will provide a nurturing and safe environment that will foster and encourage the development of capable, responsible citizens in an ever-changing world.

B. Goals

To develop students who:

- 1. Realize their full academic potential
- 2. Are responsible and productive citizens
- 3. Develop effective communication skills
- 4. Participate in life-long learning
- 5. Strive for self-sufficiency
- 6. Respect and appreciate diversity
- 7. Have a realistic self-concept

**II. Overview of Governing Structure**



### **III. School Council**

#### **A. Definition of the School Council**

The School Council is a representative body of seven (7) people who are elected from the Roberts Naylor Shared-Decision Making Community according to articles III.B. and III. C. The School Council is the primary governing body of the School. The Site Council makes policy decisions for the school in accordance with Administration Regulations, Board policies, state law and consensus.

#### **B. Membership of the School Council**

A good faith effort will be made to ensure that the ethnic diversity of the community will be reflected within the School Council team. The School Council will be composed of seven (7) voting members:

- 1 Principal
- 1 Classified Staff representing Teaching Assistants, Office Staff, Health Office personnel, Custodians and Food Service employees
- 2 Parents
- 2 Certified Staff representing all certified employees
- 1 Community Member who must reside in the Roberts Naylor attendance area
  - Chairs of the Ad hoc Committees will attend when necessary
  - Student Council President will attend only when necessary but be briefed about the council's business each meeting. He/she will inform the Student Council.

There will be an equal number of parents and teachers on the council and together they will comprise the majority, unless lack of parent participation does not exist even after community communication. Each voting member will have a non-voting member selected to attend meetings if the voting member is going to be unable to attend.

#### **C. Procedures for electing the School Council Members**

1. School Council vacancies will be communicated to all voting bodies in March.
2. In April, each constituency group will accept their own nominations for any vacant seat, conduct their own election and select the required voting member and non-voting member. Parent representative, whose term is not over, will run the election for the parent representative. Teacher representative, whose term is not over, will run the selection for the faculty. Classified representative will conduct the election for the classified staff. The facilitator will conduct the election for the

community representative. Each constituency group will notify the School Council of their selections by the first week in May. Ballots are not removed from the school and are kept as an archive. Ballots must be counted by individuals running the election and at least one member of the Site Council from a different constituency group.

3. During the first meeting in the fall, members will vote to elect a facilitator and secretary.

#### **D. Terms of Office**

1. The Principal will be a permanent member of the School Council.
2. All other School Council members will be elected for two-year terms.
  - A. Odd Year Elections
    - 1 Classified Representative
    - 1 Parent Representative
    - 1 Certified Representative
  - B. Even Year Elections
    - 1 Parent Representative
    - 1 Certified Representative
    - 1 Community Representative

#### **E. Attendance at Site Council Meetings**

1. Non-Voting Member Attendance

Non-voting members for the Parents, Certified and Classified constituency groups are required to read the minutes and stay current on issues facing the council, attend meeting if the voting member is absent or as desired and attend January or February meetings.
2. Voting Member Attendance

Voting members are required to attend all meetings or notify their nonvoting counterpart and the Site Council Facilitator if an absence is required. Non-attendance by a voting member for three consecutive meetings may imply an inability to serve. The secretary will send a letter to the voting member requiring their resignation. The constituency group of the resigning member will then hold an election to replace this representative. The non-voting member for that voting member may wish to run for the opportunity to serve.

#### **F. Vacancies and Replacement of the Site Council**

The effected constituency group, according to article III.C, will fill vacancies that occur during the school year.

### **G. Duties of the School Council**

1. Determine how the duties of the committee will be shared among the members of the Site Council (i.e., taking minutes, chair positions, setting the agenda, etc.)
2. Determine the method of membership of Ad Hoc Committees.
3. Decide to refer issues to Ad Hoc Committees.
4. Decisions of the Site Council are made by consensus.
5. Minutes of each school Council meeting will be posted in the hallway and on the web site. Copies of the minutes will be distributed to the Site Council Voting and non-voting members, PTC and Student Council.
6. The administrator will maintain permanent records of agendas, bylaws and minutes of Site Council business and will be responsible for ensuring that decisions made by the Site Council are enforced.

### **H. Meeting of the Site Council**

1. The Site Council meeting will be held quarterly during the school year. Special meeting may be called as necessary. Meeting days, times and places will be determined by the consensus of the Site Council members. A master calendar of meetings will be maintained.
2. The Roberts Naylor Community will be notified of regular meetings through parent and staff bulletins, the web site, newsletters, and a posting on the Site Council bulletin board. Notification of Special Meetings will be made.
3. The Site Council will adhere to all open meeting laws.

### **I. Agenda for Site Council Meeting**

The facilitator and principal 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, call to the audience, announcements, and other issues deemed necessary by the Site Council.

## **IV. Methods of Operations**

Each voting member has one vote, which is indicated by saying aye. A simple majority of the council members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business.

### **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

- a. If consensus is met, the issue passes.
  - b. If consensus is not met, the issue may be referred back to the originating subcommittee for revisions and/or reconsideration or a vote can be called.
3. To pass a proposal, a simple majority of the voting members of the council present at a meeting is required. The chairperson of the council may vote on all actions placed before the council. A tie vote will be tabled to the next scheduled meeting.

## **B. 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 Roberts Naylor Community.
2. Amendments
  - a. Any member of the Naylor Community can propose an amendment to the Gale Site Council Bylaws. Rationale for the proposed amendment will be presented to the Site Council.
  - b. The Site Council will decide whether to recommend the ratification of the amendment to the constituent groups by majority vote of the Site Council
  - c. Decisions made by the Site Council of Roberts Naylor are binding and made in accordance with Board policy and administrative regulations.
  - d. Amendments are adopted by a two-thirds vote of the ballots cast by the Roberts Naylor Community.