

Mingus Union High School

Mingus Union District #4

School Vision

Mingus Union High School is dedicated to unifying home, community, and school. We are committed to promoting critical thinking and technical literacy with a rigorous and targeted curriculum for students. Our graduates will value themselves and their histories, which will shape a rich future for all, with competence, curiosity, respect, and optimism.

Mission Statement

Our mission is to provide viable opportunities for all members of the Mingus Union High School learning community, enabling them to contribute, achieve, and succeed in an ever-changing, increasingly complex, and culturally diverse society; to serve and work cooperatively within their community; and to become life-long learners.

We believe:

- A safe, healthy, and comfortable environment promotes students learning.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- Staff, parents, and the community share the responsibility for the support of the school's mission.
- High expectations increase individual student performance.
- Students learn best when they have opportunities for success.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Extracurricular activities are an integral part of a student's academic success at MUHS.

Site Council Bylaws

Article 1: Name

The name of this organization shall be the Mingus Union High School Site Council, hereafter referred to as Site Council.

Article 2: Purpose of Bylaws

These bylaws are intended to provide guidance and enable consistent operation for present and future Site Councils. Members, when elected or appointed to the Site Council, shall receive a copy of these Bylaws along with a current school handbook.

Article 3: Role and Responsibility of the Site Council

Section 3.01. The Site Council:

- Is advisory to the school administrative staff
- Is a representative group that solicits input from parents, students, community, and staff members.
- Reviews literature and data.
- Makes recommendations for school improvement.
- Monitors implementation structure for new instructional designs.
- Provides local leadership and representation in the school decision-making structure.

Section 3.02. Pursuant to District guidelines and policies, the Site Council will ensure that the School's Vision and Mission and the Council's By-Laws are attained, collaboratively providing leadership, direction and support

to the school community in its quest to provide a quality education to all students through continuous school improvement.

Section 3.03. The decision-making role of the Site Council will be appropriate to the team's role in the school, will respect the roles and authority of the principals and committees, and will evolve with the support of the school's principal, staff, and parents. The site council will participate in the development and monitoring of school improvement efforts, help provide input into the selection of school staff, help maintain positive school and community morale for the education of the community's children.

Article 4: Members

Section 4.01. The Site Council's membership will comply with Arizona State Law and MUHS District guidelines.

Section 4.02. The Site Council shall consist of 10 voting members.

Parent, student, and community membership will represent the diversity of the Mingus Union High School community. Staff membership will be as diverse as possible while respecting staff's choice of which school committees they join. Staff and community have agreed upon the following membership composition. All Members begin their terms in September.

List of voting positions:

- Teachers (3)
- Support Staff (1)
- Parents (3)
- Parent/Community Member (1)
- Student (1)
- Administrator (1)

Section 4.03. The Site Council will have alternate members who may attend the meetings but may vote only when representing a missing member and assigned to that position by the Chair.

Section 4.04. Site Council members are expected to regularly attend Site Council meetings, arrange for an alternate, or name a proxy for voting purposes.

Section 4.05. At the first meeting, after the ratification of the bylaws, the following position responsibilities must be assigned by the site council. The site council will delegate additional responsibilities as the need arises.

- Facilitator – this person will conduct the meeting according to the agenda and meeting norms, ensuring that all members have the opportunity for active participation. As consensus is achieved, the facilitator must ensure that a majority of members can support the decision and have no serious objections to its content. This person shall be responsible for communication, creating the meeting agenda, soliciting agenda items from each member.
- Secretary – This person shall keep full and accurate accounts of the proceedings and provide copies to the principal and site council members.

Article 5: Terms of Office

Section 5.01. Site Council Members will have term lengths of two years and the term starts the beginning in the month of September for the corresponding year.

Section 5.02. The usual minimum term length is two years. The Site Council may choose to accept a member who can commit to only one year.

Section 5.03. There is no maximum limit to length of service on the Council. But when a member's term expires, he/she must be re-elected/re-selected by the regular process.

Section 5.04. Terms of office will be staggered to provide membership continuity.

Article 6: Process for the Selection of Members

Section 6.01. Nomination procedures, pursuant to A.R.S. 15-351, shall encourage and facilitate open participation from all members of the staff, parents, students and community. The selection process will be announced annually, publicized, and overseen by the Site Council. Selection shall be made in the first month of each year for open positions.

Section 6.02. Each category of membership will be selected by their peers in accordance with state law.

Article 7: Vacancies

Section 7.01. A voluntary resignation or three total absences of a council member determine vacancies. After two absences, the member's attendance shall be addressed at the next meeting.

Section 7.02. In the event of a vacancy on the Council, the members of the site council shall meet and select someone to fill the vacancy until the next annual election/selection. At that time a member shall be elected/selected for the balance of the expired term.

Section 7.03. Any elected Site Council member shall be subject for removal from membership on the Council for cause when at least three-fourths (75%) of the Council's remaining members are in agreement.

Article 8: Quorum

Section 8.01. At each meeting, the presence of at least fifty-one percent (51%) of the Council's members/alternates shall be necessary to constitute a quorum for the transaction of business.

Section 8.02. The Council shall strive for full attendance.

Article 9: Meetings

Section 9.01. All Site Council meetings are open to everyone. Guests will agree to follow the Council's meeting norms.

Section 9.02. At the meeting of the Site Council that follows the annual election/selection, meeting dates shall be established for the succeeding year. Dates will be published to the community.

Section 9.03. Special meetings may be called at the discretion of an administrator, or three or more Council members. Members will be notified, when possible, ten days in advance of the meeting. It shall be the responsibility of the Council members calling the special meeting to notify all members and to provide the agenda.

Section 9.04. Agendas

- The Facilitator is responsible for preparing agendas for regular scheduled meetings.
- Any Council member may suggest an agenda item by the due date established by the Council for submitting items.
- Agendas will be approved by the Council at the beginning of each meeting.

Section 9.05. Anyone may present an issue to the Council in writing. For each issue, the Principal and 1

additional Council member will decide if it is a Council issue and/or it needs referral to an individual (e.g. Assistant Principal, Business Manager) or to another school committee or group. The Council can create a task force to address an issue not covered by existing committees. The issue's sponsor can be invited to discuss the issue with the Council. All people who submit issues will receive a response and be told to whom their issue was referred.

Article 10: Communication

Section 10.01. Members of the Site Council will ensure that there is two-way communication about Council activities with the people they directly or indirectly represent.

Section 10.02. The Site Council will regularly evaluate its communication with the school community.

Section 10.03. The Site Council will use a variety of communication strategies, including but not limited to the following:

- MUHS Website and Facebook page
- The school at-large will receive general Council information via email
- All site council members will receive agendas at or before meetings. Copies will also be available in the office.
- One Site Based Improvement/Site Council Notebook will be available as a public resource book and archive.

Article 11: Committees

The Site Council will work collaboratively with the school's committees and parent organizations, in order to improve student achievement by developing the school's effectiveness, efficiency, communication and collaboration. The Council and committees will report to each other and work together on projects.

Article 12: Decision Making

Section 12.01. The Site Council will work with respectful regard for the authority and responsibilities of school individuals, committees, and groups. The Council will collaboratively problem-solve with others when they are working on the same issue.

Section 12.02. Decisions will be made by consensus. If the Council determines that consensus cannot be reached, a vote will be taken. The percentage vote necessary for an issue to pass will usually be a majority vote. In the event of a tie vote, the principal will abstain.

Section 12.03. Each membership position will constitute one vote.

Section 12.04. The Site Council shall adhere to rules, regulations and policies of the Board of Education and MUHS District, the laws of local, State and Federal Government, and contractual agreements. The Site Council shall demonstrate ethical practices in its operations.

Article 13: Amendments to the Bylaws

Section 13.01. These By-Laws shall be adopted or amended/changed at any time by consensus of two-thirds (66%) of the full Site Council membership.

Section 13.02. These By-Laws shall be reviewed annually for amendments/changes.