

(Name of School) School
Site Council By-laws
Adopted : (Date)

Article I NAME

The name of the organization shall be the **(Name of School)** Site Council.

Article II PURPOSE

Sec. 1 Purpose

The Site Council works with the school Principal or Administrator to perform those duties delegated to it by the State of Minnesota and the Minneapolis Public Schools Board of Education.

Sec. 2 Duties

The duties and responsibilities of the Site Council are:

1. Advise the school site administrator or principal on school-based decisions.
2. Review the level of student achievement at the site based on disaggregated data for established subgroups in the school for the purposes of advising school staff on the contents of the School Improvement Plan (SIP).
3. Recommend use of compensatory education revenue, as that term is defined in applicable Minnesota Law, allocated to the school in the preparation of the annual budget.
4. Advise the school site administrator or principal on the use of the school budget allocation to support the goals established in the SIP.
5. Monitor the use of the school budget so that resources are targeted to those uses and activities which will result in improved student achievement as provided for in the SIP.
6. Advise the school site administrator or principal on issues surrounding school operations and local school rules.
7. Communicate regularly with the school community about school based decisions, and decisions affecting the school.
8. Make those decisions delegated to the Site Council by the Board of Education, or by Minnesota Law.
9. Operate in accordance with these by-laws.

ARTICLE III DECISION MAKING

The Principal or Site Administrator will ensure that decisions reached are in compliance with State and/ or Federal law and School District policy and will have the final decision making authority.

Recommendations to the Principal or Site Administrator on all matters properly before the Site Council but not delegated specifically to the Site Council for determination will be made on the basis of either a consensus vote, or a majority vote, in which the Principal or Site Administrator shall not vote. In the case of a lack of consensus or a majority vote, a majority opinion and a minority opinion may be forwarded to the Principal for final decision making.

48 On all matters delegated specifically to the Site Council for determination the decision shall be made
49 at a properly noticed meeting that includes the subject matters of the meeting.

50 Option 1: The Site Council shall use a consensus-based process which strives to reach unanimity of
51 opinion in reaching decisions. If the Council cannot reach consensus in a timely manner, then the
52 Chair of the meeting shall call for a vote. Voting by paper ballot shall take place if it is requested by
53 any member.

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55 Option 1a: The outcome will be based on a 80-20 rule. If 80% of those members in attendance agree,
56 the matter passes.

57 Option 1b: The outcome will be based on a majority vote of those members in attendance.

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59 Option 2: The Site Council shall decide matters on a democratic basis by majority vote on all matters.
60 Majority shall be considered to be one-half (1/2) of all members in attendance plus one.

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62 It is the responsibility of the Council and all committees and task forces to involve all affected
63 members of the community in and around the school in the process of defining issues under
64 discussion prior to a final decision being made.

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66 **ARTICLE IV MEMBERSHIP & SELECTION PROCESS**

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68 **Sec. 1 Members**

69 The Site Council shall function as a team of parents, staff, administrators and community members
70 working cooperatively to reach the goals of **Name of School** School.

71
72 Membership shall include:

73 Example 1: (elementary K-5 School) 7 Staff Members (1 non-licensed, 1 specialist, 1 grade band 1
74 teacher, 1 grade band 2 teacher, 1 special education teacher, 1 EL teacher and 1 support)

75 7 Parents

76 1 Community-at-large

77 The School Principal or Administrator

78
79 Example 2: (elementary K-8 School) 8 Staff Members (1 non-licensed, 1 specialist, 1 grade band 1
80 teacher [Pk-2], 1 grade band 2 teacher [3-5], 1 grade band 3 teacher [6-8], 1 special education teacher,
81 1 EL teacher and 1 support.

82 8 parents and students (at least one student)

83 1 Community-at-large member

84 The school Principal or Administrator

85
86 Example 3: (Middle Grades School) 6 staff members (1 special education teacher, 1 EL teacher, 1 non-
87 licensed staff, 1 support staff, 1 core subject teacher (Math, Science, Social Studies, English/Language
88 Arts) 1 elective subject teacher (Health, Physical Education, Music, Art, Media Arts, Performing Arts,
89 World Language, etc.)

90 6 parents and students (at least 1 student)

91 1 Community-at-Large

92 The School Principal or Administrator

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94 Example 4: (High School) 8 staff members (1 special education teacher, 1 EL teacher, 1 non-licensed
95 staff, 1 support staff, 2 core subject teachers (Math, Science, Social Studies, English/Language Arts) 2

96 elective subject teachers (Health, Physical Education, Music, Art, Performing Arts, World Language,
97 Media Arts, etc.)
98 8 parents and students (at least 2 students)
99 1 Community-at-Large
100 The School Principal or Administrator

101
102 (an even number of staff and parents, and some community representation should be included.
103 Your membership could be smaller.)

104
105 Alternates may also be selected, and in the event of an absence of a duly elected member, an
106 alternate shall be upgraded to a full voting member for the purpose of that meeting.

107
108 Members may serve from time to time on task forces and/or committees.
109 Examples of subcommittees: Budget, Family/ Community Involvement, Student Performance.
110 Examples of task forces: Nominations, Dress Code, Other School Rules.

111
112 **Sec. 2 Selection**

113 Parents: Representation of the student body shall be the primary consideration in recruitment and
114 selection of parent representatives.

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116 Example P1: Parents shall be recruited and selected by the Site Council with help as needed from the
117 school approved parent organization.

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119 Example P2: Parents shall be recruited and selected by the school-approved parent organization.

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121 Example P3: Parents shall be recruited by the Principal and ratified by the school-approved parent
122 organization.

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124 Example P4: Parents shall be recruited by the Principal.

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126 Staff: Representation of the staff shall be the primary consideration in recruitment and selection of
127 staff representatives.

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129 Example S1: Staff and non-licensed members shall be selected by members of the school staff in
130 accordance with staff policies.

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132 Example S2: Licensed staff shall be recruited and selected by the faculty. Non-licensed staff shall be
133 recruited and selected by non-licensed staff.

134
135 Example S3: Staff shall be recruited by the Principal and ratified by the school staff.

136
137 Example S4: Staff members shall be filled by volunteers, and any unfilled positions shall be selected
138 by: ?

139
140 The Principal shall be responsible to assure that the selections result in a representative body within
141 the district policy and regulations.

142

143 Students: Representation of the student body shall be the primary consideration in recruitment and
144 selection of student representatives.

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146 Example ST1: Student members shall be elected by the School's recognized student government.

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148 Example ST2: Student members shall be selected by the student body through nomination and vote.

149
150 Example ST3: Student members shall be recruited by the Principal and ratified by the School's
151 recognized student government.

152
153 Example ST4: Student members shall be recruited and ratified by the student body.

154
155 Community-at-large: Representation of the school's geographic community shall be the primary
156 consideration in recruitment and selection of community-at-large representation. The community
157 member shall represent the community's interests. Residence in the school's attendance area is not
158 required if the community-at-large member works or owns a business in the school's attendance
159 area.

160
161 Example C1: the community-at-large member shall be selected by the Site Council from among
162 nominees. Nominations will be sought from those actively involved in the school's community but
163 not serving in any other role (i.e. student, staff, parent, etc.).

164
165 Example C2: The community-at-large member shall be recruited by the Principal and ratified by the
166 Site Council.

167
168 The School Principal or Administrator shall serve on the Site Council. The Principal or School
169 Administrator may appoint a staff member to represent him or her when the Principal or School
170 Administrator must be absent from meetings.

171
172 The Site Council will strive to reflect the racial gender, language, and ability balance of the school's
173 student body and will actively recruit representation from underrepresented groups.

174
175 Option P1: Members other than the School Principal or Administrator may appoint a proxy from their
176 same category to represent them during an absence upon notice to the Chairpersons.

177 Option P2: Members other than the School Principal or Administrator may not appoint a proxy to
178 attend meetings in their place.

179
180 Sec. 3. Vacancies, Replacement and Removals

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182 Staff members may remain members during their term of election so long as the member is assigned
183 to the school. Parent and Student members may remain members so long as the member or the
184 parent member's student is enrolled in the school.

185
186 Vacancies that exist due to the lack of candidates, death or resignation of a member, or change in
187 assignment or enrollment shall be filled Option V1: by the Site Council Option V2: by the Principal,
188 subject to ratification by the Site Council for the remainder of the school year in which the vacancy
189 occurs.

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191 Members who fail to attend **three (3) (successive? cumulative?)** meetings without notice to the chair
192 person(s) **may/ shall** be replaced for the remainder of the member's term.

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194 **ARTICLE V TERM OF OFFICE**

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196 A term shall constitute **3** years, the year beginning June 1 and ending May 31. Terms shall be
197 staggered so that **one-third (1/3)** of the Site Council will be up for election in any given year.

198
199 **Student members shall serve 1 year terms.**

200
201 Members of the Site Council other than the Principal or Site Administrator **shall not/ may** serve more
202 than one consecutive term. Members other than the Principal or Site Administrator may not serve
203 more than **three** consecutive terms.

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205 **ARTICLE VI MEETINGS**

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207 **Sec. 1 Regular Meetings**

208 The Site Council shall hold regularly scheduled **monthly** meetings. The principal in collaboration with
209 the co-chair shall set the agenda for the **monthly** meetings. All meetings are open to the public;
210 however, voting privileges shall be limited to members. If deemed necessary, the **Site Council/ Site**
211 **Council Chairpersons** can add a special meeting in any given month to conduct business or to hear
212 from interested or concerned parties. If parties other than members wish to secure time on the
213 meeting agenda, they must submit in writing a statement of their concern or issue and what
214 outcome they desire to either of the co-chairs. Requests shall be placed on the agenda by the co-
215 chairs, or referred for discussion by the full Council. The Site Council may consider a referred request
216 and can allot a time slot on a future agenda to hear from said individual/parties and discuss said
217 issue.

218
219 **Sec. 2 Special Meetings**

220 Special meetings can be called when deemed necessary if approved by at least **3** Site Council
221 members. A **five** day notice shall be given to members. Summer meetings may be called if deemed
222 necessary by the Principal and co-chair; however a **2 week** notice is required.

223
224 **Sec. 3 Quorum**

225 **OPT 1. X number of members OPT 2. A majority of Site Council members,** shall constitute a quorum
226 in order to conduct business. **Once quorum has been established the meeting shall continue until**
227 **such time as a proper motion to adjourn has been made and passed.**

228
229 **Sec. 4 Agenda**

230 The agenda will be determined by the Principal in collaboration with the Site Council co-chair at least
231 **1 week** prior to regularly scheduled meeting. Additions to the agenda may be added when the chair
232 calls for new business. **No votes shall be taken on items added as New Business at a meeting.**

233
234 **Sec. 5 Open Discussion**

235 **OPT 1. Consensus by the Council is required to open discussion on any item on the agenda. OPT 2.**
236 **Any person in attendance may contribute the discussion of agenda topics. OPT 3. Discussion on any**
237 **item on the agenda may be opened to all persons in attendance upon a majority vote of members in**
238 **attendance.**

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Sec. 6 Notice & Minutes

Public notice shall be made to the Members of the Site Council not less than 5 days or more than 31 days prior to meeting. Notice shall also be included in the school official communication and shall be physically posted in the school. Minutes shall be kept and posted in the school. Summaries of the minutes shall be included in the official school communication. Electronic notices and postings are acceptable.

ARTICLE VII OFFICERS

Sec. 1 Election of Officers

Elections of officers shall take place no later than the first regularly scheduled Site Council meeting of the school year.

Subpart a. Co-Chairs –The Principal and a member elected from the council shall serve as co-chairs. Each term of an elected co-chair shall be for two years. Elected co-chairs may serve for 2 terms. The Principal co-chair shall keep the membership list updated and identify the term of each member.

Subpart b. Secretary – The Site Council shall select a secretary.

Subpart c. Other Offices (example: Corresponding Secretary, Communications Officer)

Sec. 2 Duties

Subpart a. Co-Chairs – The co-chairs shall set an agenda for each meeting. The co-chairs will alternate running the meetings, with the schedule agreed upon by the co-chairs. Items to appear on the agenda must be brought to the attention of the co-chairs.

Subpart b. Secretary – The secretary shall keep the minutes of each meeting. Minutes shall be approved at the following meeting and shall be made available to the School Community via the school official communications and posting. Meetings may be recorded to assist the secretary in these duties. If the meeting is to be recorded, those in attendance shall be informed.

Subpart c. (Duties of other officers)

ARTICLE VIII COMMITTEES AND TASK FORCE

Sec. 1 Standing Committees

Committees may be identified and members assigned as deemed necessary by the Site Council in keeping with the needs of the school community and as required by the district. Committees shall be made up of interested parties from the school community. Committee membership will strive to accurately reflect the student body. Council members may be appointed to standing committees. Committees shall no more than X members.

The Committees will be responsible for keeping minutes of their meetings and communicating recommendations of the committee to the Site Council Secretary. The minutes shall also be posted in the school office and summary of the meetings will be placed in the school official communication.

287 Committees are responsible to make recommendations to the Site Council; final approval on any
288 action rests with the Site Council or Principal, depending on the issue.

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290 **Sec. 2 Task Forces**

291 When deemed necessary by the Site Council, task forces may be identified to deal with a specific
292 issue, task or concern to be researched and addressed. Task force members shall be appointed by
293 the Site Council and appointment will strive to reflect the school community. Task forces members
294 shall serve for the life of the task force. Membership shall not exceed X members. Task forces shall
295 exist only for the time it takes them to complete and report on an assignment. Length and scope of
296 project will be clearly stated in the task force’s purpose or charter statement which shall be written
297 by the Site Council before the task force is appointed.

298
299 Task Force members are responsible to keep minutes and submit minutes of meetings to the Site
300 Council Secretary. Recommendations of the task force shall be brought to the Site Council. Final
301 approval on any action rests with the Site Council or Principal, depending on the issue.

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303 **ARTICLE IX APPEALS PROCESS/GRIEVANCE PROCEDURE**

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305 Individuals or groups may appeal actions or decisions of the Site Council, its officers, committees or
306 task forces. They must begin by presenting their concerns in writing to the committee, task force or
307 person with whom the decision or action has transpired. If the group or individual is not satisfied
308 with the resolution, they may then take the issue to the full Site Council.

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310 The Site Council review and action will be as follows:

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312 A. A formal complaint shall be presented in writing to any member of the Site Council. All
313 complaints will be forwarded to the co-chairs. The Site Council co-chairs will place the item
314 under new business on the next regularly scheduled meeting. The formal complaint will
315 include a statement of the complaint and the desired outcome of the complaint. The
316 aggrieved parties shall be given the opportunity to present the complaint at the designated
317 time on the agenda. A complaint may be considered without the individual or group being
318 present, however the Site Council will only be able to act upon the information presented in
319 the written complaint.
- 320
321 B. The Site Council will discuss the issue, determine an appropriate resolution, and respond to
322 the individual or group in writing. If the individual or group spokesperson has requested time
323 to speak to the issue at hand and fails to be present, then the Site Council will consider the
324 matter closed. If desired, the individual/group may re-engage in the grievance procedure.
- 325
326 C. If the individual or group is not satisfied with the resolution from the Site Council, they may
327 appeal in the order presented herein:
- 328 1. To the School Principal
 - 329 2. The appropriate associate superintendent
 - 330 3. The District Superintendent
 - 331 4. The Board of Education
- 332

333 All appeals can be reviewed by a higher authority. All appeals at all levels will be in writing, will
334 include the name and address of the individual or group of individuals appealing a decision. The
335 Board of Education has the final say.
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337 **ARTICLE X ADOPTION AND AMENDMENT.**
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- 339 A. These Bylaws shall be adopted by the Site Council at a regularly noticed meeting of the Site
340 Council with adoption of the By-laws on the published agenda.
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- 342 B. Amendments to these By-laws may be proposed at any regularly noticed meeting of the Site
343 Council. The proposed amendment shall be submitted in writing to the co-chairs. Notice that
344 by-law changes are to be considered shall be part of the published agenda of the next
345 regularly scheduled meeting at which time public comment shall be received prior to the
346 vote, and the vote taken on the proposed amendment. Amendments approved become
347 effective immediately after their adoption unless the motion to approve the amendment
348 specifically designates a different effective date.
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- 350 C. A change in By-laws must be approved by a 2/3 (two thirds) vote of the membership of the
351 council.
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- 353 D. A true and correct copy of the by-laws shall be kept in the school offices and available to the
354 public at all times. Amendments to the by-laws shall be added in a timely fashion to the
355 publicly available copy.
356
- 357 E. No change to these by-laws is permitted except within the terms of the District policy and
358 regulations regarding site councils. In all cases, the policy and regulations shall control.