

# **Northrop School Site Council By-laws Adopted: (December 2018)**

## **Article I NAME**

The name of the organization shall be the Northrop School Site Council.

## **Article II PURPOSE**

### Sec. 1 Purpose

The Northrop School 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 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 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 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 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 on all matters properly before the Site Council but not delegated specifically to the Site Council for determination will be made by majority vote, in which the Principal shall not vote. In the case of a lack of a majority vote, a majority opinion and

a minority opinion may be forwarded to the Principal for final decision making.

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

The Site Council shall decide matters on a democratic basis by majority vote on all matters. Majority shall be considered to be one-half (1/2) of all members in attendance plus one. Electronic votes by email are initiated by the Co-Chairs and require a minimum 48 hour period from when the email is sent to collect responses. Votes must be unanimous and have a minimum of one-half (1/2) of all members plus one response to pass. If passed, a record of the electronic vote will be added to the minutes of the next meeting. Votes that are not unanimous or do not have a minimum of one-half (1/2) of all members plus one response will be added to the next agenda for discussion.

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

#### **ARTICLE IV MEMBERSHIP & SELECTION PROCESS**

##### Sec. 1 Members

The Site Council shall function as a team of parents, staff, administrators and community members working cooperatively to reach the goals of Northrop Urban Environmental Learning Center. Membership shall include:

1. Parents/guardians: 5 members
2. Classroom Teachers (1 primary and 1 intermediate): 2 members
3. Certified Support Staff (i.e. environmental education resource teacher, social worker, school specialist, special education teacher, Title 1 teacher or gifted and talented teacher): 1 member
4. Non-Certified Support Staff (i.e. educational assistant, engineer, clerical, lunchroom manager or bus driver): 1 member
5. The School Principal shall serve on the Site Council. The Principal may appoint a staff member to represent him or her when the Principal must be absent from meetings.: 1 member
6. Community-at-large: Representation of the school's geographic community shall be the primary consideration in recruitment and selection of community-at-large representation. The community member shall represent the community's interests. Residence in the school's attendance area is not required if the community-at-large member works or owns a business in the school's attendance area.: 1 member
7. Business Persons: 1 member

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

Members may serve from time to time on task forces and/or committees.

## Sec. 2 Selection

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

Parents shall be recruited or self-nominated and selected by the Site Council.

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

Licensed staff shall be recruited and selected by the faculty. Non-licensed staff shall be recruited and selected by non-licensed staff.

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

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

The community-at-large member shall be selected by the Site Council from among nominees. Nominations will be sought from those actively involved in the school's community.

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

Members other than the School Principal may appoint a proxy from their same category to represent them during an absence upon notice to the Chairpersons.

## Sec. 3. Vacancies, Replacement and Removals

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

Vacancies that exist due to the lack of candidates, death, leave of absence or resignation of a member, or change in assignment or enrollment shall be filled by the Site Council for the remainder of the school year in which the vacancy occurs.

Members who fail to attend three (3) cumulative regularly scheduled meetings during an academic year, without notice to the co-chairs(s), may be replaced for the remainder of the member's term.

## **ARTICLE V TERM OF OFFICE**

A term shall constitute 2 years, the year beginning June 1 and ending May 31. Terms shall be staggered so that approximately one-third (1/3) of the Site Council will be up for election in any given year.

Members of the Site Council other than the Principal may serve more than one consecutive term. Members other than the Principal may not serve more than three consecutive terms.

## **ARTICLE VI MEETINGS**

### **Sec. 1 Regular Meetings**

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

### **Sec. 2 Special Meetings called by members**

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

### **Sec. 3 Quorum**

A majority of Site Council members requiring the principal and at least one staff and one parent, shall constitute a quorum in order to conduct business.

Once quorum has been established the meeting shall continue until such time as a proper motion to adjourn has been made and passed

### **Sec. 4 Agenda**

The agenda will be determined by the Principal in collaboration with the Site Council co-chair at least 1 week prior to regularly scheduled meeting. The agenda will be posted publicly the week of the meeting, via school bulletin board (real or virtual) and on the Site Council webpage.

Additions to the agenda may be added when the chair calls for new business. No votes may be taken on items added as New Business at a meeting.

## Sec. 5 Open Discussion

Any person in attendance may contribute to the discussion of agenda topics. Persons in attendance will be given opportunities to speak on any topic of their choosing if the agenda includes a time for “public comment”.

## 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. Minutes shall be approved at the next meeting by vote. Summaries of the minutes shall be included in the official school communication.

# **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. Nominations will be held at the meeting and voted on by closed ballot. Site Council members can nominate themselves. If there is only one nominee, no vote is required.

- 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 one year. Elected co-chairs may serve for 2 terms.
- Subpart b. Secretary – The Site Council shall select a secretary.

## Sec. 2 Duties

- Subpart a. Co-Chairs – The co-chairs shall set an agenda for each meeting. The co-chairs may 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. Co-Chairs approve the summaries of the minutes no later than two weeks after each meeting. The Principal and co-chair shall keep the membership list updated and identify the term of each member
- Subpart b. Secretary – The secretary shall keep the minutes of each meeting. The Secretary posts minutes after approval by the Co-Chairs within two weeks after the meeting via the school official communications and the Site Council Website. Meetings may be recorded to assist the secretary in these duties. If the meeting is to be recorded, those in attendance shall be informed.

# **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 be no more than 11 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. Committees are responsible to make recommendations to the Site Council; final approval on any action rests with the Site Council or Principal, depending on the issue.

#### Sec. 2 Task Forces

When deemed necessary by the Site Council, task forces may be identified to deal with a specific issue, task or concern to be researched and addressed. Task force members shall be appointed by the Site Council and appointment will strive to reflect the school community. Task forces members shall serve for the life of the task force. Membership shall not exceed 12 members. Task forces shall exist only for the time it takes them to complete and report on an assignment. Length and scope of project will be clearly stated in the task force's purpose or charter statement which shall be written by the Site Council before the task force is appointed.

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

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

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

The Site Council review and action will be as follows:

- A. A formal complaint shall be presented in writing to any member of the Site Council. All complaints will be forwarded to the co-chairs. The Site Council co-chairs will place the item under new business on the next regularly scheduled meeting. The formal complaint will include a statement of the complaint and the desired outcome of the complaint

The aggrieved parties shall be given the opportunity to present the complaint at the designated time on the agenda. A complaint may be considered without the individual or group being present, however the Site Council will only be able to act upon the information presented in the written complaint.

- B. The Site Council will discuss the issue, determine an appropriate resolution, and respond to the individual or group in writing. If the individual or group spokesperson has requested time to speak to the issue at hand and fails to be present, then the Site Council will consider the matter closed. If desired, the individual/group may re-engage in the grievance procedure.
- C. If the individual or group is not satisfied with the resolution from the Site Council, they may appeal in the order presented herein:
  - a. To the School Principal
  - b. The appropriate associate superintendent
  - c. The District Superintendent
  - d. The Board of Education

All appeals can be reviewed by a higher authority. All appeals at all levels will be in writing, will include the name and address of the individual or group of individuals appealing a decision. The Board of Education has the final say.

#### **ARTICLE X ADOPTION AND AMENDMENT**

- A. These Bylaws shall be adopted by the Site Council at a regularly noticed meeting of the Site Council with adoption of the By-laws on the published agenda.
- B. Amendments to these Bylaws may be proposed at any regularly noticed meeting of the Site Council. The proposed amendment shall be submitted in writing to the co-chairs. Notice that by-law changes are to be considered shall be part of the published agenda of the next regularly scheduled meeting at which time public comment shall be received prior to the vote, and the vote taken on the proposed amendment. Amendments approved become effective immediately after their adoption unless the motion to approve the amendment specifically designates a different effective date.
- C. A change in Bylaws must be approved by a 2/3 (two thirds) vote of the membership of the council.
- D. A true and correct copy of the Bylaws shall be kept in the school offices and available to the public at all times. Amendments to the by-laws shall be added in a timely fashion to the publicly available copy.
- E. No change to these Bylaws is permitted except within the terms of the District policy and regulations regarding site councils. In all cases, the policy and regulations shall control.