

Lake Harriet Community School
Lake Harriet Community School Site Council By-Laws
9/27/2016

ARTICLE I- NAME

The name of the group shall be "Lake Harriet Community School Site Council."

ARTICLE II—MISSION

The mission of the Lake Harriet Community School Site Council is to provide an opportunity for parents, representative school staff and community members to work collaboratively to enhance student achievement and growth.

ARTICLE III—DECISION MAKING

The Site Council serves as the advisory body for Lake Harriet School. The focus of procedures, programs and practices established by the team should be directed to student achievement. Site Council members should make their decisions consistent with the overall goals of the District as communicated by the Superintendent and the School Board. Final school decisions that are not otherwise delegated to the Site Council will be made by the administration of both campuses.

The duties and responsibilities of the Site Council are to:

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). Review and monitor the School Improvement Plan (SIP).
3. Establish committees and task forces to address key focus areas and coordinate the needs and activities of the Lake Harriet Community School community.
4. 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.
5. Advise the school site administrator or principal on the use of the school budget allocation to support the goals established in the SIP.
6. 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.
7. Advise the school site administrator or principal on issues surrounding school operations and local school rules.
8. Communicate regularly with the school community about school based decisions, and decisions affecting the school. Seek input from all constituents (students, staff, families, community) as needed. Inform the school community of its activities and outcomes by posting agendas, minutes and outcomes on the school website. Report its membership, selection, meeting times, and date to the school community.

9. Foster a positive school environment.
10. Make those decisions delegated to the Site Council by the Board of Education, or by Minnesota Law.
11. Operate in accordance with these by-laws.

Work in these areas of responsibility may be delegated by the Site Council to individuals, committees or sub-groups, which will then report back to the Council.

A. Decisions by Consensus

On all matters delegated specifically to the Site Council for determination the Site Council will make decisions by consensus whenever possible. Accordingly, attendance at Site Council meetings is crucial. If consensus is not possible, see option B:

B. Decisions by Voting

If consensus cannot be reached, decisions may be made by a majority vote of Site Council members present. Majority shall be considered to be one-half (1/2) of all members in attendance plus one. Each member has one vote.

ARTICLE IV—MEMBERSHIP

A. Composition of Site Council

The Site Council will consist of the following members:

3 administrators (Principals from Upper Campus and Lower Campus, plus an Assistant Principal)

4 licensed classroom teachers representing both campuses

1 unlicensed staff member.

8 parent/guardians

At least one student.

1 neighborhood or business representative from any of the following groups—Fulton Neighborhood Association, Linden Hills Neighborhood Association, or a local business representative from either local community.

The membership of the Site Council shall reflect the diversity of the student body, represent the range of grades in the school, represent our Special Ed program and/or students with an IEP, and give equal representation to both the Lower and Upper Campuses. If possible, there would be at least one representative from grades K-3, 4-5, and the middle school years (6-8).

B. Selection of New Members

Parents: New non-staff members will be selected as follows: A nominating committee consisting of the parent co-chair, one staff member and two parent members will be formed in March of each year. The nominating committee will provide information about

parent/community positions in the Connection and on the website and invite interested individuals to contact the Committee. The Nominating Committee will select a slate considering factors such as applicants' interest in the school as a whole rather than in a single issue, representation of demographic or other interest groups, previous service to the school, and background in educational issues affecting the school.

Once the Nominating Committee has selected a slate, the slate will be presented for a vote of the Site Council before the last meeting of the school year. New Site Council members are typically invited to attend that last Site Council Meeting of the year.

Staff: staff members shall be filled by volunteers and any unfilled positions shall be selected by the school principals.

Students: representation of the student body shall be the primary consideration in recruitment and selection of student representatives. Student members shall be elected by the school's recognized student government.

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 but not serving in any other role (i.e. student, staff, parent, etc.).

Administration: The School Principals shall serve on the Site Council. The Principals may appoint staff member(s) to represent them when they must be absent from meetings.

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

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

C. Vacancies, Replacement and Removals

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

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

Members who fail to attend three (3) successive meetings without notice to the chair person(s) may be replaced for the remainder of the member's term.

ARTICLE V—TERM OF OFFICE

The term of office for members shall be three years. The parent co-chair and other officers may serve in their office for 2 years. Terms shall be staggered as much as possible so that approximately a third of the council will be up for election or appointment in any given year.

Student members shall serve a 1 year term.

Members of the Site Council other than the Principals may serve two consecutive terms. Members other than the Principals may not serve more than two consecutive terms.

ARTICLE VI—MEETINGS

Sec. 1 Regular Meetings

The Site Council shall hold regularly scheduled monthly meetings. The Principals, in collaboration with the co-chair, 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 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 to either of the co-chairs a statement of their concern or issue and what outcome they desire. 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

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 Principals and co-chair; however, a 2 week notice is required.

Sec. 3 Quorum

A quorum is defined by a majority of Site Council members plus one being present. 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 Principals in collaboration with the Site Council co-chair at least 1 week prior to regularly scheduled meeting. Additions to the agenda may be added when the chair calls for new business. No votes shall be taken on items added as New Business at a meeting.

Sec. 5 Open Discussion

Discussion on any item on the agenda may be opened to all persons in attendance upon a majority vote of members in attendance.

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 via the website. Minutes shall be kept in the school and posted on the school website. Electronic notices and postings are acceptable.

ARTICLE VII—OFFICERS

Sec. 1 Election of Officers

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

Subpart a. Co-Chairs –The Principals 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. The Principal co-chairs shall keep the membership list updated and identify the term of each member.

Subpart b. Secretary – The Site Council shall select a member in rotation to serve as secretary.

Sec. 2 Duties

Subpart a. Co-Chairs – The co-chairs shall set an agenda for each meeting. 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 the -meeting at which they are serving in that capacity. 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.

ARTICLE VIII COMMITTEES AND TASK FORCES

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.

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 kept in the school offices and summary of the meetings will be placed in the school website. Committees are responsible to make recommendations to the Site Council; final approval on any action rests with the Site Council or Principals, 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. 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 Principals, 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:
 1. To the School Principals
 2. The appropriate associate superintendent
 3. The District Superintendent
 4. 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 by-laws 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 by-laws must be approved by a 2/3 (two thirds) vote of the membership of the council.
- D. A true and correct copy of the by-laws 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 by-laws is permitted except within the terms of the District policy and regulations regarding site councils. In all cases, the policy and regulations shall control.

ARTICLE XI—COMMUNICATION

Minutes are taken by the Secretary/Recorder at all meetings, emailed to Site Council members and placed on the website.

Decisions made by the Site Council are to be announced to all those affected, including students, staff, families, and the community, through channels such as the Newsletter, the LHCS website, email and/or individual letters, as determined most appropriate by the co-chairs.