

**Hale Community School ("Hale")
SITE COUNCIL BY-LAWS**

Article I

NAME

The name of the organization is the Hale Community School Site Council ("Council").

Article II

PURPOSE AND DUTIES

A. PURPOSE

The Council works with the Hale Principal ("Principal") to perform those duties delegated to it by the State of Minnesota and the Minneapolis Board of Education.

B. DUTIES

The duties and responsibilities of the Council are to:

1. Advise the school Principal on school-based decisions.
2. Review the level of student achievement at Hale 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 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 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

MEMBERSHIP

A. REPRESENTATIVES

Members of the Council ("Members") should consist of the following (all as more specifically described in Article III, Section B):

- Six (6) Hale staff (other than the Principal);
- The Principal of Hale;
- Six (6) Hale parents/guardians elected by other parents/guardians;
- One (1) community representative from the Hale attendance area to be selected by the Principal; and
- One (1) PTA representative

It is a fundamental goal of Hale that the Members of the Council represent the diversity of Hale and the community. Every reasonable effort will be made to achieve this goal.

B. MEMBER SELECTION

1. Hale Staff (7 Members)

- a. The Principal will be a Member.
- b. Any member of the Hale staff during the current academic year may nominate himself or herself or may nominate any other member of the Hale staff. The nominations should include at least one unlicensed staff member. After nominations are received, an election will be held each year in May (or as soon thereafter as reasonably possible) where each Hale staff member can vote. The nominees receiving the most votes shall become Members to replace Members whose two-year terms have expired or who are leaving the school after the first year of a two-year term, with new Members' terms beginning in June. In an effort to have broad staff representation, each cluster will be encouraged to nominate one of its cluster members.

2. Parents/Guardians (6 Members)

Any parent or guardian of a child enrolled in Hale during the current academic year may nominate himself or herself or may nominate any other parent or guardian of a child enrolled in Hale during the current academic year. After nominations are received, an election will be held where a parent or guardian of each family with at least one child currently enrolled in Hale can vote. The nominees receiving the most votes shall become Members to replace Members whose two-year

terms have expired, with new Members' terms beginning in June. Nominations shall be actively pursued in the interest of reflecting the school's diversity no later than the monthly meeting held in April (or as soon thereafter as reasonably possible).

3. Community Representative (1 non-voting Member)

A community representative will sit on the Council as a non-voting Member. The designation of the community representative will be at the discretion of the Principal.

4. PTA Representative (1 non-voting Member)

One co-chair or other representative of the Hale Parent Teacher Association ("PTA") Executive Board will sit on the Council as a non-voting Member. The designation of the PTA representative will be at the discretion of the PTA Executive Board.

C. TERMS OF MEMBERS

Voting Members (other than the Principal) shall serve a two-year term, with a one-year hiatus between terms. Terms will be staggered to create an alternating sequence of elections ensuring continuity and diversity in the Members. No term limits will apply to the Principal. The terms of the Community Representative and the PTA Representative will be at the discretion of the Principal and the PTA Executive Board, respectively.

D. VACANCIES OF ELECTED MEMBERS

In the event of an elected Member's resignation or removal, any vacancy should be filled as soon as possible by appointment of the Council Co-Chairs to fill the unexpired term.

Article IV:

MEETINGS

A. GENERAL

Council meetings are open to all in the Hale community. Anyone wishing to present a topic to the Council must propose a description of the issue in writing to a Co-Chair for inclusion on the agenda.

B. REGULAR MEETINGS

The Council will hold regular meetings at least once a month from September to June of each year.

C. SPECIAL MEETINGS

Special meetings can be called when deemed necessary if approved by at least three (3) Members. A five- (5) day notice shall be given to members. Summer meetings may be called if deemed necessary by the Principal and co-chair. A two- (2) week notice is required for a summer meeting.

D. ABSENCE FROM MEETINGS

If a Member misses two (2) regularly scheduled meetings, a Co-Chair must notify that Member that he or she may be removed from the Council if he or she misses a third meeting within the current academic year. If the Member misses a third meeting, the Council may vote whether to declare the position vacant.

E. AGENDA

Each meeting agenda will be established by the Co-Chairs in consultation with the Principal. The agenda will be distributed to Members prior to each meeting. Additions to the agenda may be added when the chair calls for discussion of new business.

F. NOTICE OF MEETINGS

Notice of each meeting (whether special or regular) will be posted prior to the meeting in the Hale office and, if feasible, on the Hale website along with information regarding the availability of agenda and meeting minutes. Additional notices may be sent electronically or by paper circulation.

G. CO-CHAIRS

The Council selects two (2) co-chairs from among its Members during the June meeting. One co-chair will be a parent/guardian and the other will be a Hale staff member (other than the Principal). The co-chairs will establish the agendas with the Principal, lead each meeting, maintain responsibility for Membership continuity, and oversee completion of tasks and action items.

H. COMMUNICATIONS OFFICER

The Council will select a "Communications Officer" during the June meeting who prepares dated, written meeting minutes. The Communications Officer will provide copies of all meeting minutes to the Principal (or his or her designee) for publication as a permanent record. If feasible, the meeting minutes will be posted on the Hale website. It shall be the responsibility of the Communications Officer to provide updates on the status of tasks and action items.

I. MEETING MINUTES

Copies of the meeting minutes should be posted and available in the Hale School office and, if feasible, on the Hale School website for staff, parents and community members. The Communications Officer is responsible for distributing meeting minutes to Members, no more than five (5) school days after each meeting, or as soon thereafter as reasonably possible.

J. DECISION-MAKING

Any person in attendance may contribute the discussion of agenda topics.

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 Council but not delegated specifically to the Council for determination will be made on the basis of either a consensus vote, or a majority vote, in which the Principal 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.

On all matters delegated specifically to the 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 use a consensus-based process which strives to reach unanimity of opinion in reaching decisions. If the Council cannot reach consensus in a timely manner, then the Chair of the meeting shall call for a vote. Voting by paper ballot shall take place if it is requested by any member.

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

K. QUORUM

A quorum to conduct business at any meeting will consist of a simple majority of staff Members and a simple majority of parent/guardian Members.

Article V:

BY-LAWS

A. CONTINUITY OF THE BY-LAWS

These By-Laws remain in effect regardless of any changes in the administration or Members. They can only be changed using the "Amendment" procedure outlined in this section.

B. AMENDMENTS

Proposed amendments to these By-Laws shall be sent to Members, Hale staff, parents and guardians, and posted in the Hale office and the Hale website no fewer than ten (10) days before being approved by at least a two-thirds majority of all Members at a noticed meeting.

Article VI:

SUBORDINATION

The Council shall operate within the policies of the Minneapolis Board of Education.

The above By-Laws were adopted and approved by the Council by vote on January 27, 2016.

Marion Louck, Staff Co-Chair

Matt Wesson, Parent Co-Chair

Amended:

October 10, 2004
November 17, 2004
May 21, 2013
January 27, 2016