

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

Article I:

NAME

The name of this shared-leadership organization is the Hale Community School Site Council (the "Council").

Article II:

MEMBERSHIP

A. REPRESENTATIVES

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

- one (1) non-licensed Hale staff,
- five (5) licensed Hale staff (other than the Principal),
- the Principal of Hale (the "Principal"),
- six (6) Hale parents/guardians elected by other parents/guardians,
- one (1) community representative from the neighborhood association: the Hale-Page, Diamond Lake Community Association,
- one (1) representative from the Welcoming Equity (WE) Committee, and
- one (1) PTA representative.

It is a fundamental goal that the members of the Council represent the diversity of the Hale school 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. Five licensed members of the Hale staff during the current academic year may nominate himself or herself or may nominate any other licensed member of the Hale staff. After nominations are received, an election will be held each year in May (or as soon thereafter as reasonably possible) where each Hale licensed 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.

- c. One non-licensed member of Hale staff during the current academic year may nominate himself or herself or may nominate any other licensed member of the Hale staff. After nominations are received, an election will be held each year in May (or as soon thereafter as reasonably possible) where each Hale non-licensed 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.

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 student diversity no later than the monthly meeting held in April (or as soon thereafter as reasonably possible).

3. Community Representative (1 Member)

A community representative from the Hale-Page Diamond Lake Community Association neighborhood association, (HPDL), shall sit on the council. The designation of the HPDL representative will be at the discretion of the HPDL board.

4. WE Committee Representative (1 Member)

A representative from the WE Committee shall sit on the council. The designation of the WE Committee representative will be at the discretion of the WE Committee.

5. PTA Representative (1 Member)

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

C. TERMS OF MEMBERS

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 HPDL Community Representative, the WE Committee representative, and the PTA Representative will be at the discretion of the HPDL board, the WE Committee, and the PTA Executive Board, respectively.

D. VACANCIES

In the event of an elected Member's resignation or removal, any vacancy shall be filled as soon as possible by appointment of the Council Co-Chairs to fill the unexpired term. Any vacancy of Members representing HPDL, the WE Committee, or the PTA Executive board shall be filled by the HPDL board, the WE Committee, or the PTA Executive Board, respectively.

Article III:

FUNCTIONS/DUTIES

A. 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.

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 that 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 IV:

MEETINGS

A. GENERAL

Council meetings are open to all Hale community constituents. Anyone wishing to present a topic to the Council must propose a description of the issue in writing to a Co-Chair or the Principal 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-day notice shall be given to members. Summer meetings may be called if deemed necessary by the Principal and co-chair. A two-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 then 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 and posted in the Hale office prior to each meeting. Additions to the agenda may be added when the co-chairs call 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 by electronic means, or 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/community member 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 will 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 in a timely manner.

J. DECISION-MAKING PROCEDURE

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 who may make the final decision.

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 requested by any member.

The outcome will be based on a majority vote of those members in attendance.

K. QUORUM

A quorum to conduct business at any meeting will consist of a simple majority of all 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 a supermajority of 66% (two-thirds) vote of those members in attendance.

Article VI:

SUBORDINATION

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

The above By-Laws were adopted and approved by the Council by vote on March 1, 2018.

Kristi Alman, Staff Co-Chair

Lori Kaufman, Parent Co-Chair

Amended:
October 10, 2004
November 17, 2004
May 21, 2013
March 1, 2018