

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

PREAMBLE

WHEREAS an education is the only vouchsafe of democratic institutions, *and*

WHEREAS the design and administration of that system which confers that education cannot be left to chance or the unaccountable whim of any individual or special interest, *and*

WHEREAS the substance and standard of democratic institutions is representation of subject groups in the process of their own governance,

Therefore, let it be resolved to establish and empower the Hale Community School Site Council.

Article I:

NAME

The name of this shared-leadership, site-based managed 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):

- up to five (5) Hale staff (other than the Principal);
- the Principal of Hale (the "Principal");
- up to six (6) Hale parents/guardians elected by other parents/guardians;
- up to one (1) Hale parent/guardian appointed by the Principal;
- up to one (1) community representative from the Hale, Page, Diamond Lake Community Association; and
- one (1) PTA representative

It is a fundamental goal of Hale School 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 (6 Members)

- a. The Principal will be a Member.
- b. Any member of the Hale staff (licensed and non-licensed) during the current academic year may nominate himself or herself or may nominate any other 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 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. Parent/Guardian from Community-at-Large (1 Member)

In any year in which there is no Community-at-Large Member or such Member's term is expiring or such Member is leaving the Council after the first year of a two year term, the Principal may identify one parent or guardian of a child enrolled in Hale during the current academic year for appointment to the Council. The Principal will submit the name of the appointee to the Council for its approval by the April meeting (or as soon thereafter as reasonably possible). The new Member's term will begin in June.

4. Community Representative (1 non-voting Member)

A community representative from the Hale, Page, Diamond Lake Community Association (HPDL) may sit on the Council as a non-voting Member. The designation of the HPDL representative will be at the discretion of the HPDL board from time to time.

5. PTA Representative (1 non-voting Member)

One co-chair or other representative of the Hale Parent Teacher Association (PTA) Executive Board may 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 from time to time.

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 HDLP Community Representative and the PTA Representative will be at the discretion of HPDL board 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, if deemed necessary by sitting Members. In the event of a Principal-appointed Member's resignation or removal, any vacancy shall be filled as soon as possible by appointment by the Principal. Any vacancy of a non-voting Member may be filled at the discretion of the HPDL board (with respect to the HPDL Community Representative) or the PTA Executive Board (with respect to the PTA Representative).

Article III:

FUNCTIONS/DUTIES

A. PURPOSE

The purpose of the Council shall be to represent students, parents, staff and community interests in the decision-making process governing the affairs of Hale. Each Member represents the entire Hale community and works toward the common goals and mission as stated in the Hale Mission and Vision Statements as well as the Hale School Improvement Plan.

B. DUTIES

The Council will facilitate shared decisions through parent and staff representation to achieve high quality education for our children and a positive, supportive and responsive educational environment for students, staff and parents.

Members will attend meetings during the school year in order to propose, discuss, make, publish and implement decisions and policies pertaining to the goals, directions, activities and project plans that support the Hale Mission and Vision Statements.

C. 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.

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 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. Meetings will be held after the regular school day as determined by the Council. Dates and times for the upcoming year will be established during the June meeting.

C. SPECIAL MEETINGS

Special meetings may be called by four or more members of the Council. The purpose of the special meeting must be stated in the call. Written notice must be given as provided in Article IV, Section F.

D. SUMMER MEETINGS

Summer meetings can be held at the discretion of the seated Council.

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. All topics and issues proposed but not accepted for inclusion on the agenda by the Co-Chairs shall be brought forth to the attention of Members during a regular meeting.

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, paper circulation, or otherwise at the discretion of the Members.

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-at-Large Member and the other will be a Hale staff member (other than the Principal). The co-chairs will establish the agendas, lead each meeting, maintain responsibility for Member 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 its 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, no more than five (5) school days after each meeting, or as soon thereafter as reasonably possible.

J. PROCEDURE

Meetings are generally conducted according to Hale meeting protocol. There will be open discussion on each agenda topic. Consensus is sought on all issues. If consensus cannot be reached, a vote will be taken according to established procedures.

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 at least a two-thirds majority of all Members.

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 May 21, 2013.

Jennifer Smith, Staff Co-Chair

Ryan Sandell, Parent Co-Chair

Amended:
October 10, 2004
November 17, 2004
May 21, 2013