

Windom Dual Immersion School: Site Council By-Laws

Mission:

Advise the Principal of Windom Dual Immersion School. Combined efforts of all school stakeholders are necessary to meet the district's mission, vision, and strategic plan goals. Gathering the local input of school stakeholders to improve the academic achievement and emotional and social growth of students attending Windom is valuable and necessary to maximize all efforts toward improving and maintaining student success and growth. A representative council of school stakeholders shall provide input to the school's administration to advise appropriate school-based decision-making.

Article I: Name

The name of the organization shall be the Windom Dual Immersion School Site Council, hereby referred to as the Site Council.

Article II: Purpose & Duties of the Site Council

Section 1: Purpose

The Windom School Site Council works with the school Principal to perform those duties delegated to it by the state of Minnesota and the Minneapolis Schools Board of Education.

Section 2: Duties

Unless otherwise delegated authority by board policy, superintendent regulation or written autonomy agreement, the duty of the site council is 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) as required by the district.
3. Recommend use of compensatory education revenue, as that term is defined in applicable Minnesota Law, allocated to the school in preparation of the annual budget.
4. Advise school site administrator or principal on the use of the school budget allocation to support the goals established in the SIP.
5. Advise on educational and program policies.
6. Support, as needed, student / family marketing, recruiting and retention strategies.
7. Invite and promote family involvement.
8. Communicate regularly with the school community about school based decisions, and decisions affecting the school.
9. At least once per academic year, host a meeting for all school stakeholders for the purpose of receiving advice and comment regarding the level of student achievement at the site and how to improve it, the site operations for the students and parents, and any other issues regarding the school.
10. Operate in accordance with these by-laws.

Article III: Duties of School Site Council Members

Each member of the school site council is a representative of a category of school stakeholders and shall:

1. Be accountable to those stakeholders and represent their concerns.
2. Communicate regularly with those stakeholders to explain decisions, gain advice, input, and gather concerns to be considered by the council.
3. Commit to acting in the best interests of all students enrolled in the school
4. Members may serve from time to time on committees, subcommittees, or task forces.
5. Attend Site Council Meetings to the best of their abilities--Members missing more than three meetings in a one-year period may be replaced.

Article IV: Membership

The Site Council shall function as a team of parents/guardians, staff, and administrators representing Windom School working cooperatively to reach the goals of the school.

Membership shall include:

- The Principal
- Four licensed staff members working at the school: one each from: High Five – Grade 1 team; Grade 2 – Grade 3 team; and Grade 4 – Grade 5 team; and at least one representative from other licensed staff (specialist, special education, ELL, etc.). School staff shall constitute no more than 60% nor less than 40% of the membership of the council. Staff shall also represent the racial, gender, ethnic, language, cultural and ability diversity of the staff.
- Five parents/guardians. Parents/guardians should reflect the racial, gender, ethnic, language, cultural and ability diversity of the student body.
- A Windom PTO (Parent Teacher Organization) parent representative.
- One bilingual Family Liaison.
- One unlicensed employee that represents the racial, gender, ethnic, language cultural and ability diversity of the staff.
- At least one local community member who resides near the school or whose business is in the school neighborhood
- 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.

Article V: Terms of Office for Site Council Members

A term shall constitute two consecutive years, the year beginning on June 1 and ending on May 31. Terms shall be staggered so that roughly half of the Site Council will be up for election in any given year. Members may serve more than one term.

Article VI: Selection of members

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

Parents shall be recruited by either the principal or the school-approved parent organization and ratified by the school approved parent organization.

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

Licensed and non-licensed staff members shall be selected by members of the school in accordance with staff policies.

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

The community member shall be recruited by the Principal and ratified by the Site council.

Article VII: Officers

The officers of the Site Council shall be:

- Two Co-Chairs
- One Secretary

Officers, other than the principal co-chair, will be elected by the Site Council by a simple majority vote. One co-chair will be the principal, and the other co-chair will be a parent representative. Any member may serve as secretary.

Any elected officer may be removed from the Site council by a two-thirds vote of the members present. Removal may be acted upon at any regularly scheduled meeting of the Site Council provided that notice of intention to consider removal has been given to all members including the office affected.

Article VIII: Duties of the Officers

The co-chairs shall run the meetings and set the agendas. Items to appear on the agenda must be submitted and approved by the co-chairs. The agenda will be distributed prior to the meeting to the members.

The secretary shall record the meeting minutes and distribute these minutes to all members besides placing a copy of the approved minutes in the Site Council binder located in the school office. The secretary shall act as keeper and custodian of all books, correspondence and papers relating to the business of the Site Council.

Article IX: Decision Making

The School Site Council does not have the authority to make decisions that are not specifically delegated to it, nor may it make decisions that are contrary to the goals and the policies of the Board of Directors or the Superintendent's regulations or priorities.

Consistent with Minnesota Law, the Board of Directors, not the School Site Council, remains responsible for legally entering into contracts and for the expenditure of all revenue received by the District or any of its schools or programs consistent with District procedures.

On all matters delegated specifically to the Site Council for determination the Site Council shall use a consensus-based process which strives to reach unanimity of voting in reaching decisions. If the Council cannot reach consensus in a timely manner, then the Chair or the Principal shall call for a vote, the outcome to be based on majority decision. Voting by secret ballot shall take place if it is requested by two or more members.

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

Article X: Meetings

Site Council meetings shall be held at least monthly during the school year. Additional meetings may be called by the co-chairs as necessary.

Article XI: Minutes

Minutes shall be kept and posted at the school. Summaries of the minutes shall be included in the official school communication. Electronic notices and postings are acceptable.

Article XII: Committees

The Site Council may establish committees, task forces, or subcommittees as necessary to undertake specific projects to help increase academic achievement.

Article XIII: Amendments

These by-laws may be amended by a two-thirds vote of the Site Council. Proposed amendments to the by-laws shall be submitted to the co-chairs in writing. They will be presented at the next regularly scheduled meeting and acted upon the following meeting.

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.

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 XIV: Appeals

If an individual or group is not satisfied with a decision or recommendation rendered by the Site Council, that individual or group may appeal that decision in writing to the co-chairs before the next meeting occurs.

- A. 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.

- B. 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 Principal
 - 2. The appropriate associate superintendent
 - 3. The District Superintendent
 - 4. The Board of Education

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