

Highland Park Elementary Site Council

BYLAWS

ARTICLE I NAME

Section 1.01 The name of this organization shall be the Highland Park Elementary IB PYP Site Council, hereafter referred to as the Site Council or Council, located at 1700 Saunders Ave., St. Paul, MN.

ARTICLE II MISSION

Section 2.01 Pursuant to District guidelines and policies, the Site Council will ensure that the School's mission and the Council's By-Laws are attained. Highland Park Elementary IB PYP mission statement: Highland Park Elementary IB PYP is committed to providing an education with high standards for all students. This will be accomplished through six global themes, transdisciplinary and inquiry-based curriculum.

Section 2.02 The mission of the Highland Park Elementary IB PYP Site Council is to link students, staff, parents and community in a nurturing environment. We want to promote excellence, develop creativity, and encourage academic achievement and cooperation. We intend to do this by emphasizing the application of knowledge, by facilitating problem solving, by supporting the development, implementation and evaluation of Highland Park Elementary IB PYP programs, and by modeling fairness and tolerance while equipping one another for life long learning.

Section 2.03 The decision making role of the Site Council will be appropriate to the Council's role in the school, which will respect the roles and authority of the principal and committees, and will evolve with the support of the school's principal, staff and parents.

ARTICLE III MEMBERS

Section 3.01 The Site Council's membership will comply with Minnesota State Law and district guidelines.

Section 3.02 The Site Council shall consist of 13 voting members. Family, staff, and community membership will represent the diversity of the school's community. Staff membership will be as diverse as possible while respecting staff's choice of which school committees they join. Staff and community have agreed upon the following membership composition.

- 1 Staff: Principal, Union Steward, Primary Years Coordinator, two (2) licensed teachers, and one (1) non-licensed staff representative.
- 2 Family Members Six (6) parents.
- 3 Community Member: One (1) community representative.

Section 3.03 The Site Council will have alternate members who may attend the meetings but may vote only when representing a missing member and assigned to that position by the Co-Chairs. Shared positions will considered.

Section 3.04 Site Council members are expected to regularly attend Site Council meetings, arrange for an alternate, or name a proxy for voting purposes.

ARTICLE IV TERMS OF OFFICE

Section 4.01 The usual minimum term length is two years. The Site Council may choose to accept a member who can commit to only one year. (Two (2) staff positions are one-year appointments Primary Years Program Coordinator and the Union representative.)

Section 4.02 There is no maximum limit to length of service on the Council, but when a member's term expires, he/she must be re-elected/re-selected by the regular process.

Section 4.03 Terms of office will be staggered to provide membership continuity, with half the parent representatives elected each year.

ARTICLE V PROCESS FOR SELECTION OF MEMBERS

Section 5.01. Nomination procedures shall encourage and facilitate open participation from all members of the staff, parents, and community. The selection process will be announced annually, publicized, and overseen by the Site Council.

Section 5.02. Openings for parent representatives will be posted in the school newsletter, website and school bulletin board, starting in March for the May election. Parents shall nominate themselves or be nominated for membership through a letter of intent submitted to the Council. If there are more candidates than open positions, selection will be made by a

ballot process, overseen by a committee of the Site Council. Openings for the Community Representative position will be filled through an active recruitment effort by all Site Council members of viable community members.

ARTICLE VI VACANCIES

Section 6.01 Three absences without alternate of a Council member determine vacancies. After two absences, the member shall receive a phone call and written notice from a Council Co-Chair.

Section 6.02 In the event of a vacancy on the Council, the members of that constituent group shall meet and school wide election to fill the vacancy until the next annual election/selection. At that time a member shall be elected/selected for the balance of the expired term.

Section 6.03 Any elected Site Council member shall be subject for removal from membership on the Council for cause when at least three-fourths (80%) of the Council's remaining members are in agreement.

ARTICLE VII OFFICERS

Section 7.01. The Site Council Officers will consist of two Co-Chairs, one parent representative and one staff representative. The Council may also have members serve as Secretary or Treasurer.

Section 7.02 Officers will be elected annually by the new Site Council membership, following its election/selection procedures.

ARTICLE VIII QUORUM

Section 8.01. At each meeting, the presence of at least eighty percent (80%) of the Council's members/alternates shall be necessary to constitute a quorum for the transaction of business. (50/50 parents and staff)

Section 8.02 The Council shall strive for full attendance.

ARTICLE IX MEETINGS

Section 9.01 All Site Council meetings are open to everyone, as stated in the Site Based Improvement Agreement. Guests will agree to follow the Council's Essential Agreement. The Essential Agreement will be created and reviewed on a yearly basis.

Section 9.02 At the meeting of the Site Council that follows the annual election/selection, meeting dates shall be established for the succeeding year. Dates will be published in each school newsletter, website and the school calendar.

Section 9.03 Special meetings may be called at the discretion of an administrator, the Co-Chairs, or four (two parents and two staff members). Members will be notified, when possible, ten days in advance of the meeting. It shall be the responsibility of the Council members calling the special meeting to notify all members and to provide the agenda.

Section 9.04 Agendas: The Site Council members will set the agenda for the next meeting. If an issue comes up the Principal and Co-Chairs will add it to the agenda.

Section 9.05 Anyone (staff member, student, parent, community member) may present an issue to the Council in writing. For each issue, the Co-Chairs and Principal will decide if it is a Council issue and/or it needs referral to an individual (e.g. Principal) or to another school committee or group. The Council can create a task force to address an issue not covered by existing committees. The issue's sponsor can be invited to discuss the issue with the Council. All people who submit issues will receive a response and be told to whom their issue was referred.

ARTICLE X COMMUNICATION

Section 10.01 Members of the Site Council will ensure that there is two-way communication about Council activities with the people they directly or indirectly represent.

Section 10.02. The Site Council will regularly evaluate its communication with the school community.

Section 10.03 The Site Council will use a variety of communication strategies, including but not limited to the following.

- 1 A Site Based Improvement/Site Council Notebook, located in the office, will be available to everyone as public resource book and archive.
- 2 The school at-large will receive general Council information through the school

newsletter.

3 All staff will receive agendas before meetings. Agenda's will be posted on the website, office bulletin board and available upon request.

4 Minutes or a summary will be posted in the office and on the school website.

5 A Site Council Action Plan (who will do what by when) will be recorded at each meeting.

ARTICLE XI COMMITTEES

Section 11.01 To encourage greater participation and communication by all school staff, parents, students, and community, the Site Council shall create task-oriented ad hoc and standing committees as necessary, including any district recommended committees.

Section 11.02 The Site Council will work collaboratively with the school's committees and parent organizations, in order to improve student achievement by developing the school's effectiveness, efficiency, communication and collaboration. The Council and committees will report to each other and work together on projects.

ARTICLE XII DECISION MAKING

Section 12.01 The Site Council will work with respectful regard for the authority and responsibilities of school individuals, committees, and groups as an advisory to the school administration. The Council will collaboratively problem solve with others when they are working on the same issue.

Section 12.02 Decisions will be made by consensus. If the Council determines that consensus cannot be reached, a vote will be taken. The percentage vote necessary for an issue to pass will be 80%. The principal has ultimate decision-making power.

Section 12.03 Each membership position will constitute one vote.

Section 12.04 Issues not passed may be referred back to the originator, to an existing committee, or to a short-term task force.

Section 12.05 The Site Council shall adhere to rules, regulations and policies of the Board of Education and District, the laws of local, State and Federal Government, and contractual agreements, unless an exemption has been granted from such rule, regulation, policy or agreement by the appropriate parties' agencies. The Site Council shall demonstrate ethical practices in its operations.

ARTICLE XIII AMENDMENTS TO THE BY-LAWS

Section 13.01 These By-Laws shall be adopted or amended/changed at any time by consensus of two-thirds (80%) of the full Site Council membership.

Section 13.02 These By-Laws shall be reviewed annually for amendments/changes.