

**Whittier International Elementary School  
Site Council By-laws  
Adopted : Fall 2018**

**Article I        NAME**

The name of the organization shall be the Whittier International Elementary Site Council.

**Article II        PURPOSE**

**Sec. 1 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.

**Sec. 2 Duties**

The duties and responsibilities of the Site Council are:

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).
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 school site administrator or 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 school site administrator or 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        DECISION MAKING**

The Principal or Site Administrator 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 or Site Administrator on all matters properly before the Site Council but not delegated specifically to the Site Council for determination will be made on the basis of either a consensus vote, or a majority vote, in which the Principal or Site Administrator 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 Site Council for determination the decision shall be made at a properly noticed meeting that includes the subject matters of the meeting.

49 Option 1: The Site Council shall use a consensus-based process which strives to reach unanimity of  
50 opinion in reaching decisions. If the Council cannot reach consensus in a timely manner, then the  
51 Chair of the meeting shall call for a vote. Voting by paper ballot shall take place if it is requested by  
52 any member. The outcome will be based on a 80-20 rule. If 80% of those members in attendance  
53 agree, the matter passes.

54  
55 It is the responsibility of the Council and all committees and task forces to involve all affected  
56 members of the community in and around the school in the process of defining issues under  
57 discussion prior to a final decision being made.

58  
59 **ARTICLE IV MEMBERSHIP & SELECTION PROCESS**

60  
61 **Sec. 1 Members**

62 The Site Council shall function as a team of parents, staff, administrators and community members  
63 working cooperatively to reach the goals of Whittier International Elementary School.

64  
65 Membership shall include:

66 Representation across school groups, an even number of staff and parents, and community  
67 representation.

68  
69 Alternates may also be selected, and in the event of an absence of a duly elected member, an  
70 alternate shall be upgraded to a full voting member for the purpose of that meeting.

71  
72 Members may serve from time to time on task forces and/or committees.

73 Examples of subcommittees: Budget, Family/ Community Involvement, Student Performance.

74 Examples of task forces: Nominations, Dress Code, Other School Rules.

75  
76 **Sec. 2 Selection**

77 Parents: Representation of the student body shall be the primary consideration in recruitment and  
78 selection of parent representatives. Parents shall be recruited and selected by the Site Council with  
79 help as needed from the school approved parent organization.

80  
81 Staff: Representation of the student body shall be the primary consideration in recruitment and  
82 selection of staff representatives. Staff members shall be filled by volunteers, ensuring that there is  
83 representation from grade level bands, and position classifications, and any unfilled positions shall  
84 be selected by recruitment from existing SLT members

85  
86 The Principal shall be responsible to assure that the selections result in a representative body within  
87 the district policy and regulations.

88  
89 Students: Representation of the student body shall be the primary consideration in recruitment and  
90 selection of student representatives. Student members shall be recruited by the Principal and  
91 approved by Whittier School Ambassadors

92  
93 Community-at-large: Representation of the school's geographic community shall be the primary  
94 consideration in recruitment and selection of community-at-large representation. The community  
95 member shall represent the community's interests. Residence in the school's attendance area is not

96 required if the community-at-large member works or owns a business in the school's attendance  
97 area. The community-at-large member shall be recruited by the Site Council.

98  
99 The School Principal or Administrator shall serve on the Site Council. The Principal or School  
100 Administrator may appoint a staff member to represent him or her when the Principal or School  
101 Administrator must be absent from meetings.

102  
103 The Site Council will strive to reflect the racial gender, language, and ability balance of the school's  
104 student body and will actively recruit representation from underrepresented groups.

105  
106 Members may appoint a proxy from their same category to represent them during an absence upon  
107 notice to the Chairpersons.

108  
109 **Sec. 3. Vacancies, Replacement and Removals**

110  
111 Staff members may remain members during their term of election so long as the member is assigned  
112 to the school. Parent and Student members may remain members so long as the member or the  
113 parent member's student is enrolled in the school.

114  
115 Vacancies that exist due to the lack of candidates, death or resignation of a member, or change in  
116 assignment or enrollment shall be filled by the Site Council for the remainder of the school year in  
117 which the vacancy occurs.

118  
119 Members who fail to attend three (3) cumulative meetings may be replaced for the remainder of the  
120 member's term.

121  
122 **ARTICLE V TERM OF OFFICE**

123  
124 A term shall constitute 3 years, the year beginning June 1 and ending May 31. Terms shall be  
125 staggered so that one-third (1/3) of the Site Council will be up for election in any given year.

126  
127 Student members shall serve 1 year terms.

128  
129 Members of the Site Council other than the Principal or Site Administrator may serve more than one  
130 consecutive term. Members other than the Principal or Site Administrator may not serve more than  
131 three consecutive terms.

132  
133 **ARTICLE VI MEETINGS**

134  
135 **Sec. 1 Regular Meetings**

136 The Site Council shall hold regularly scheduled monthly meetings. The principal in collaboration with  
137 the co-chair shall set the agenda for the monthly meetings. All meetings are open to the public;  
138 however, voting privileges shall be limited to members. If deemed necessary, the Site Council/ Site  
139 Council Chairpersons can add a special meeting in any given month to conduct business or to hear  
140 from interested or concerned parties. If parties other than members wish to secure time on the  
141 meeting agenda, they must submit in writing a statement of their concern or issue and what  
142 outcome they desire to either of the co-chairs. Requests shall be placed on the agenda by the co-  
143 chairs, or referred for discussion by the full Council. The Site Council may consider a referred request

144 and can allot a time slot on a future agenda to hear from said individual/parties and discuss said  
145 issue.

146  
147 **Sec. 2 Special Meetings**

148 Special meetings can be called when deemed necessary if approved by at least 3 Site Council  
149 members. A five day notice shall be given to members. Summer meetings may be called if deemed  
150 necessary by the Principal and co-chair; however a 2 week notice is required.

151  
152 **Sec. 3 Quorum**

153 A majority of Site Council members, shall constitute a quorum in order to conduct business. Once  
154 quorum has been established the meeting shall continue until such time as a proper motion to  
155 adjourn has been made and passed. Members will be given up to 30 minutes to arrive before  
156 cancelling the meeting due to lack of attendance.

157  
158 **Sec. 4 Agenda**

159 The agenda will be determined by the Principal in collaboration with the Site Council co-chair at least  
160 1 week prior to regularly scheduled meeting. Additions to the agenda may be added when the chair  
161 calls for new business. No votes shall be taken on items added as New Business at a meeting.

162  
163 **Sec. 5 Open Discussion**

164 Discussion on any item on the agenda may be opened to all persons in attendance upon a majority  
165 vote of members in attendance.

166  
167 **Sec. 6 Notice & Minutes**

168 Public notice shall be made to the Members of the Site Council not less than 5 days or more than 31  
169 days prior to meeting. Notice shall also be included in the school official communication and shall be  
170 physically posted in the school. Minutes shall be kept and posted in the school. Summaries of the  
171 minutes shall be included in the official school communication. Electronic notices and postings are  
172 acceptable.

173  
174 **ARTICLE VII OFFICERS**

175  
176 **Sec. 1 Election of Officers**

177 Elections of officers shall take place no later than the first regularly scheduled Site Council meeting  
178 of the school year.

179  
180 **Subpart a. Co-Chairs** –The Principal and a member elected from the council shall serve as co-  
181 chairs. Each term of an elected co-chair shall be for two years. Elected co-chairs may serve for 2  
182 terms. The Principal co-chair shall keep the membership list updated and identify the term of each  
183 member.

184  
185 **Subpart b. Secretary** – The Site Council shall select a secretary.  
186 Subpart c. Other Offices (example: Corresponding Secretary, Communications Officer)

187  
188 **Sec. 2 Duties**

189

190 **Subpart a. Co-Chairs** – The co-chairs shall set an agenda for each meeting. The co-chairs will  
191 alternate running the meetings, with the schedule agreed upon by the co-chairs. Items to appear on  
192 the agenda must be brought to the attention of the co-chairs.  
193

194 **Subpart b. Secretary** – The secretary shall keep the minutes of each meeting. Minutes shall be  
195 approved at the following meeting and shall be made available to the School Community via the  
196 school official communications and posting. Meetings may be recorded to assist the secretary in  
197 these duties. If the meeting is to be recorded, those in attendance shall be informed.  
198

## 199 **ARTICLE VIII COMMITTEES AND TASK FORCE**

### 200 **Sec. 1 Standing Committees**

201 Committees may be identified and members assigned as deemed necessary by the Site Council in  
202 keeping with the needs of the school community and as required by the district. Committees shall be  
203 made up of interested parties from the school community. Committee membership will strive to  
204 accurately reflect the student body. Council members may be appointed to standing committees.  
205  
206

207 The Committees will be responsible for keeping minutes of their meetings and communicating  
208 recommendations of the committee to the Site Council Secretary. The minutes shall also be posted in  
209 the school office and summary of the meetings will be placed in the school official communication.  
210 Committees are responsible to make recommendations to the Site Council; final approval on any  
211 action rests with the Site Council or Principal, depending on the issue.  
212

### 213 **Sec. 2 Task Forces**

214 When deemed necessary by the Site Council, task forces may be identified to deal with a specific  
215 issue, task or concern to be researched and addressed. Task force members shall be appointed by  
216 the Site Council and appointment will strive to reflect the school community. Task forces members  
217 shall serve for the life of the task force. Task forces shall exist only for the time it takes them to  
218 complete and report on an assignment. Length and scope of project will be clearly stated in the task  
219 force’s purpose or charter statement which shall be written by the Site Council before the task force  
220 is appointed.  
221

222 Task Force members are responsible to keep minutes and submit minutes of meetings to the Site  
223 Council Secretary. Recommendations of the task force shall be brought to the Site Council. Final  
224 approval on any action rests with the Site Council or Principal, depending on the issue.  
225

## 226 **ARTICLE IX APPEALS PROCESS/GRIEVANCE PROCEDURE**

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228 Individuals or groups may appeal actions or decisions of the Site Council, its officers, committees or  
229 task forces. They must begin by presenting their concerns in writing to the committee, task force or  
230 person with whom the decision or action has transpired. If the group or individual is not satisfied  
231 with the resolution, they may then take the issue to the full Site Council.  
232

233 The Site Council review and action will be as follows:

- 234  
235 A. A formal complaint shall be presented in writing to any member of the Site Council. All  
236 complaints will be forwarded to the co-chairs. The Site Council co-chairs will place the item  
237 under new business on the next regularly scheduled meeting. The formal complaint will

238 include a statement of the complaint and the desired outcome of the complaint. The  
239 aggrieved parties shall be given the opportunity to present the complaint at the designated  
240 time on the agenda. A complaint may be considered without the individual or group being  
241 present, however the Site Council will only be able to act upon the information presented in  
242 the written complaint.

243  
244 B. The Site Council will discuss the issue, determine an appropriate resolution, and respond to  
245 the individual or group in writing. If the individual or group spokesperson has requested time  
246 to speak to the issue at hand and fails to be present, then the Site Council will consider the  
247 matter closed. If desired, the individual/group may re-engage in the grievance procedure.

248  
249 C. If the individual or group is not satisfied with the resolution from the Site Council, they may  
250 appeal in the order presented herein:

- 251 1. To the School Principal
- 252 2. The appropriate associate superintendent
- 253 3. The District Superintendent
- 254 4. The Board of Education

255  
256 All appeals can be reviewed by a higher authority. All appeals at all levels will be in writing, will  
257 include the name and address of the individual or group of individuals appealing a decision. The  
258 Board of Education has the final say.

259  
260 **ARTICLE X ADOPTION AND AMENDMENT.**

261  
262 A. These Bylaws shall be adopted by the Site Council at a regularly noticed meeting of the Site  
263 Council with adoption of the By-laws on the published agenda.

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265 B. Amendments to these By-laws may be proposed at any regularly noticed meeting of the Site  
266 Council. The proposed amendment shall be submitted in writing to the co-chairs. Notice that  
267 by-law changes are to be considered shall be part of the published agenda of the next  
268 regularly scheduled meeting at which time public comment shall be received prior to the  
269 vote, and the vote taken on the proposed amendment. Amendments approved become  
270 effective immediately after their adoption unless the motion to approve the amendment  
271 specifically designates a different effective date.

272  
273 C. A change in By-laws must be approved by a 2/3 (two thirds) vote of the membership of the  
274 council.

275  
276 D. A true and correct copy of the by-laws shall be kept in the school offices and available to the  
277 public at all times. Amendments to the by-laws shall be added in a timely fashion to the  
278 publicly available copy.

279  
280 E. No change to these by-laws is permitted except within the terms of the District policy and  
281 regulations regarding site councils. In all cases, the policy and regulations shall control.