Thomas Edison High School
Site Council By-laws
Adopted: January 27, 2016

Article I NAME

The name of the organization shall be the Thomas Edison High School Site Council.

Article II PURPOSE

Sec. 1 Purpose

The Site Council works with the school Principal 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 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 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 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 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 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 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.

The Site Council shall decide matters on a democratic basis by majority vote on all matters. Majority shall be considered to be one-half (1/2) of all members in attendance plus one.

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

ARTICLE IV MEMBERSHIP & SELECTION PROCESS

Sec. 1 Members

The Site Council shall function as a team of parents, staff, administrators and community members working cooperatively to reach the goals of Thomas Edison High School and will attempt to reflect the diversity of the school.

One half of the Site Council will be district employees at Edison and one half of the Site Council will be members of the larger school community. Membership on the Site Council shall be constituted as follows:

1. EDISON STAFF. Representatives will include one (1) Principal, one (1) non-licensed staff member and three (3) licensed teachers.

2. LARGER SCHOOL COMMUNITY. Representatives of the larger school community should be represented on the Site Council, including: one (1) student, three (3) parents and one (1) community/business partner.

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

When alternates and duly selected members are in attendance at the same meeting, the represented constituency will clarify which individuals have voting privileges for that meeting.

Should there be any non-Site Council member(s) in attendance at a meeting, and an agenda item or other issue will be put to vote, the Site Council member(s) who represent the attending non-Site Council member(s) may have an opportunity to discuss the item or issue with their constituency prior to voting.

Members may serve from time to time on task forces and/or committees.
Examples of subcommittees: Budget, Family/ Community Involvement, Student Performance.
Examples of task forces: Nominations, Dress Code, Other School Rules.

Sec. 2 Selection

Parents: Representation of the student body shall be the primary consideration in recruitment and selection of parent representatives. Parents shall be recruited and selected by the school-approved parent organization.

Staff: Representation of the staff's diversity and content area shall be the primary consideration in recruitment and selection of staff representatives. Staff nominees shall be presented at a scheduled staff meeting, and approved by a majority staff vote.

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

Students: Representation of the student body shall be the primary consideration in recruitment and selection of student representatives. Student members may be recruited by the Principal or other Site Council members. Discussion needs to occur before identifying a student to recruit, in order to ensure membership numbers are adhered to.

Community-at-large: Representation of the school's geographic community shall be the primary consideration in recruitment and selection of community-at-large representation. The community member shall represent the community's interests. Residence in the school's attendance area is not required if the community-at-large member works or owns a business in the school's attendance area. The community-at-large member may be recruited by the Principal or other Site Council members. Discussion needs to occur before identifying a community-at-large member to recruit, in order to ensure membership numbers are adhered to.

The School Principal shall serve on the Site Council. The Principal may appoint a staff member to represent her or him when he or she must be absent from meetings.

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

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

Sec. 3. Vacancies, Replacement and Removals

Staff members may remain members during their term of selection so long as the member is assigned to the school. Parent and student members may remain members so long as the member or the parent member's student is enrolled in the school.

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

Members who fail to attend three (3) cumulative meetings without notice to the chair person(s) may be replaced for the remainder of the member's term.

ARTICLE V TERM OF OFFICE

A term for non-students shall constitute two (2) years, with the year beginning October 1 and ending September 30. Terms shall be staggered so that only one/half (1/2) of the Site Council will be up for selection in any given year.

Student members shall serve one (1) year terms.

Members of the Site Council may serve more than one (1) consecutive term. Members other than the Principal may not serve more than four (4) consecutive terms.

ARTICLE VI MEETINGS

Sec. 1 Regular Meetings

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

Sec. 2 Special Meetings
Special meetings can be called when deemed necessary by the Principal. It is recommended that a five (5) day notice be given to members. Summer meetings may be called if deemed necessary by the Principal however a one (1) week notice is required.

Sec. 3 Quorum
50% plus one (1) shall constitute a quorum in order to conduct business. Once a quorum has been established the meeting shall continue until such time as a proper motion to adjourn has been made and passed. If there is not a quorum, the meeting may continue. Any items requiring a vote will need to be tabled until the next meeting.

Sec. 4 Agenda
The agenda will be determined by the Principal in collaboration with the Site Council co-chair at least one (1) week prior to the regularly scheduled meeting. Additions to the agenda may be added when the chair calls for new business. No votes shall be taken on items added as New Business at a meeting.

Sec. 5 Open Discussion
Any person in attendance may contribute to the discussion of agenda topics.

Sec. 6 Notice & Minutes
Public notice shall be made to the Members of the Site Council not less than five (5) days or more than thirty one (31) days prior to meeting. Notice shall also be included in the school official communication and shall be physically posted in the school. Minutes shall be kept and posted in the school. Summaries of the minutes shall be included in the official school communication. Electronic notices and postings are acceptable.

ARTICLE VII OFFICERS

Sec. 1 Selection of Officers
Selection of officers shall take place no later than the first regularly scheduled Site Council meeting of the school year.

Subpart a. Co-Chairs –The Principal and a member selected from the council shall serve as co-chairs. Each term of a selected co-chair shall be for two (2) years. Selected co-chairs may serve for two (2) terms. The Principal co-chair shall keep the membership list updated and identify the term of each member.

Subpart b. Secretary – The Site Council shall select a secretary. This may be a non-Site Council member (non-voting) such as a school employee. If the secretary is not a Site Council member, they must be an employee at Edison.

Sec. 2 Duties

Subpart a. The Principal – Will serve as Co-Chair, and shall coordinate any orientation/training for Site Council members.

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

Subpart c. Secretary – The secretary shall keep the minutes of each meeting. Minutes shall be approved at the following meeting and shall be made available to the School Community via the school's official communications and

posting. Meetings may be recorded to assist the secretary in these duties. If the meeting is to be recorded, those in attendance shall be informed.

ARTICLE VIII COMMITTEES AND TASK FORCE

Sec. 1 Standing Committees

Committees may be identified and members assigned as deemed necessary by the Site Council in keeping with the needs of the school community and as required by the district. Committees shall be made up of interested parties from the school community. Committee membership will strive to accurately reflect the student body. Council members may be appointed to standing committees. Committees shall have no more than ten (10) members.

The Committees will be responsible for keeping minutes of their meetings and communicating recommendations of the committee to the Site Council Principal and the Secretary. The minutes shall also be posted in the school's official communication. Committees are responsible to make recommendations to the Site Council; final approval on any action rests with the Site Council or Principal, depending on the issue.

Sec. 2 Task Forces

When deemed necessary by the Site Council, task forces may be identified to deal with a specific issue, task or concern to be researched and addressed. Task force members shall be appointed by the Site Council and appointment will strive to reflect the school community. Task forces members shall serve for the life of the task force. Membership shall not exceed ten (10) members. Task forces shall exist only for the time it takes them to complete and report on an assignment. Length and scope of project will be clearly stated in the task force's purpose or charter statement which shall be written by the Site Council before the task force is appointed.

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

ARTICLE IX APPEALS PROCESS/GRIEVANCE PROCEDURE

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

The Site Council review and action will be as follows:

A. A formal complaint shall be presented in writing to any member of the Site Council. All complaints will be forwarded to the co-chairs. The Site Council co-chairs will place the item under new business on the next regularly scheduled meeting. The formal complaint will include a statement of the complaint and the desired outcome of the complaint. The aggrieved parties shall be given the opportunity to present the complaint at the designated time on the agenda. A complaint may be considered without the individual or group being present, however the Site Council will only be able to act upon the information presented in the written complaint.

B. 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.

C. 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

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

ARTICLE X ADOPTION AND AMENDMENT.

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

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

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

D. A true and correct copy of the By-Laws shall be kept in the school office 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.

E. 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.