

Burroughs Community School
Site Council By-laws
Adopted: September 29, 2015

Burroughs Community School Site Council

Sec. 1 Purpose

Burroughs Community School Site Council works with the school Principal and/or Assistant 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 and/or Assistant 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 and/or Assistant 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 and/or Assistant 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 Burroughs Site Council for determination the decision shall be made at a properly noticed meeting that includes the subject matters of the meeting.

48 The Site Council shall use a consensus-based process which strives to reach unanimity of opinion in
49 reaching decisions. If the Council cannot reach consensus in a timely manner, then the Chair of the
50 meeting shall call for a vote. Voting by paper ballot shall take place if it is requested by any member.

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52 The outcome will be based on a majority vote of those members in attendance.

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

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58 **ARTICLE IV MEMBERSHIP & SELECTION PROCESS**

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60 **Sec. 1 Members**

61 The Burroughs Site Council shall function as a team of parents, staff, administrators and community
62 members working cooperatively to reach the goals of Burroughs Community School.

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64 Membership shall include:

65 7 Staff Members (1 non-licensed, 1 specialist, 1 grade band 1 teacher, 1 grade band 2 teacher, 1 special
66 education teacher, 1 EL teacher and 1 support)

67 7 Parents

68 1 Community-at-large

69 The School Principal and Assistant Principal

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

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

75 Sub-committees examples: Budget, Family/ Community Involvement, ‘Burroughs Fund’ @ Achieve.

76 Task forces examples: Nominations, Drop Off circle, Other School Rules.

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78 **Sec. 2 Selection**

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

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82 Parents shall be recruited and selected by the Site Council with help as needed from the school
83 approved parent organization.

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85 Staff: Representation of the staff shall be the primary consideration in recruitment and selection of
86 staff representatives which should reflect the diversity of the staff.

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88 | Staff members shall be filled by volunteers, and any unfilled positions shall be selected by the
89 Principal.

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

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94 Community-at-large: Representation of the school’s geographic community shall be the primary
95 consideration in recruitment and selection of community-at-large representation. The community

96 member shall represent the community’s interests. Residence in the school’s attendance area is not
97 required if the community-at-large member works or owns a business in the school’s attendance
98 area. The community-at-large member shall be selected by the Site Council from among nominees.
99 Nominations will be sought from those actively involved in the school’s community but not serving in
100 any other role (i.e. student, staff, parent, etc.).

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

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

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108 Members other than the School Principal may not appoint a proxy to attend meetings in their place.

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110 **Sec. 3. Vacancies, Replacement and Removals**

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112 Staff members may remain members during their term of election so long as the member is assigned
113 to the school. Parent members may remain members so long as the parent member’s student is
114 enrolled in the school.

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

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121 Members who fail to attend two (2) cumulative meetings without notice to the chair person(s) may
122 be replaced for the remainder of the member’s term.

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124 **ARTICLE V TERM OF OFFICE**

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126 A term shall constitute 2 years, the year beginning June 1 and ending May 31. Terms shall be
127 staggered so that one-third (1/3) of the Site Council will be up for election in any given year.

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129 Members of the Site Council other than the Principal and the Assistant Principal may serve more than
130 one consecutive term. Members other than the Principal and the Assistant Principal may not serve
131 more than two consecutive terms.

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133 **ARTICLE VI MEETINGS**

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135 **Sec. 1 Regular Meetings**

136 The Site Council shall hold regularly scheduled monthly meetings (no meeting in December). The
137 Principal in collaboration with the co-chair(s) shall set the agenda for the meetings. All meetings are
138 open to the public; however, voting privileges shall be limited to members. If deemed necessary, the
139 Site Council/ and/or Site Council Chairpersons can add a special meeting in any given month to
140 conduct business or to hear from interested or concerned parties. If parties other than members
141 wish to secure time on the meeting agenda, they must submit in writing a statement of their concern
142 or issue and what outcome they desire to either of the co-chairs. Requests shall be placed on the
143 agenda by the co-chairs, or referred for discussion by the full Council. The Site Council may consider a

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

146
147 **Sec. 2 Special Meetings**

148 Special meetings can be called when deemed necessary if approved by the Principal and Co-chairs. A
149 three day notice shall be given to members. Summer meetings may be called if deemed necessary by
150 the Principal, Assistant Principal and co-chair(s); however a 2 week notice is required.

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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.

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157 **Sec. 4 Agenda**

158 The agenda will be determined by the Principal in collaboration with the Site Council co-chair(s) at
159 least 5 days prior to regularly scheduled meeting. Additions to the agenda may be added when the
160 chair calls for new business.

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162 **Sec. 5 Open Discussion**

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

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166 **Sec. 6 Notice & Minutes**

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

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172 **ARTICLE VII OFFICERS**

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174 **Subpart a. Co-Chairs** –The Principal and a member elected from the council shall serve as co-
175 chairs. Each term of an elected co-chair shall be for one year. Elected co-chairs may serve for 2
176 terms. The Principal shall keep the membership list updated and identify the term of each member.

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178 **Subpart b. Communications Officer** – The Site Council shall select a Communications Officer.

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180 **Sec. 2 Duties**

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

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186 **Subpart b. Communications Officer**– The communications officer shall keep the minutes of each
187 meeting. Minutes shall be approved at the following meeting and shall be made available to the
188 School Community via the school official communications and posting. Meetings may be recorded to
189 assist the communications officer in these duties. If the meeting is to be recorded, those in
190 attendance shall be informed.

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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.

The Committees will be responsible for keeping minutes of their meetings and communicating recommendations of the committee to the Site Council Communications Officer. The minutes shall also be posted in the school office and summary of the meetings will be placed in the school 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. 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 Communications Officer. 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

239 to speak to the issue at hand and fails to be present, then the Site Council will consider the
240 matter closed. If desired, the individual/group may re-engage in the grievance procedure.

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- 242 C. If the individual or group is not satisfied with the resolution from the Site Council, they may
243 appeal in the order presented herein:
- 244 1. To the School Principal
 - 245 2. The appropriate associate superintendent
 - 246 3. The District Superintendent
 - 247 4. The Board of Education
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249 All appeals can be reviewed by a higher authority. All appeals at all levels will be in writing, will
250 include the name and address of the individual or group of individuals appealing a decision. The
251 Board of Education has the final say.

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253 **ARTICLE X ADOPTION AND AMENDMENT.**

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- 255 A. These Bylaws shall be adopted by the Site Council at a regularly noticed meeting of the Site
256 Council with adoption of the By-laws on the published agenda.
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- 258 B. Amendments to these By-laws may be proposed at any regularly noticed meeting of the Site
259 Council. The proposed amendment shall be submitted in writing to the co-chairs. Notice that
260 by-law changes are to be considered shall be part of the published agenda of the next
261 regularly scheduled meeting at which time public comment shall be received prior to the
262 vote, and the vote taken on the proposed amendment. Amendments approved become
263 effective immediately after their adoption unless the motion to approve the amendment
264 specifically designates a different effective date.
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- 266 C. A change in By-laws must be approved by a 2/3 (two thirds) vote of the membership of the
267 council.
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- 269 D. A true and correct copy of the by-laws shall be kept in the school offices and available to the
270 public at all times. Amendments to the by-laws shall be added in a timely fashion to the
271 publicly available copy.
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- 273 E. No change to these by-laws is permitted except within the terms of the District policy and
274 regulations regarding site councils. In all cases, the policy and regulations shall control.