

**Lake Harriet Community School
Lake Harriet Community School Site Leadership Team By-Laws
updated 3/24/15**

Article I- Name

The name of the group shall be "Lake Harriet Community School Site Council"

Article II—Mission

The mission of the Lake Harriet Community School Site Council is to provide an opportunity for representative school staff and community to work collaboratively to provide direction that will enhance student achievement and growth.

Article III—Purpose/Function

The Site Council serves as the advisory body for Lake Harriet using a shared decision-making process. The focus of procedures, programs and practices established by the team should be directed to student achievement. Site Council members should make their decisions consistent with the overall goals of the District as communicated by the Superintendent and the School Board.

The Team will:

- ◆ Assess the effectiveness of shared decision-making at Lake Harriet on a regular basis through testing and other methods, and revise plans as needed.
- ◆ Provide long-range planning.
- ◆ Review and monitor the School Improvement Plan (SIP).
- ◆ Monitor school's budget.
- ◆ Seek input from all constituents (students, staff, families, community) as needed.
- ◆ Inform the school community of its activities and outcomes by posting agendas, minutes and outcomes on the school website.
- ◆ Set school procedures and guidelines.
- ◆ Establish committees and task forces to address key focus areas and coordinate the needs and activities of the Lake Harriet Community School community.
- ◆ Foster a positive school environment.
- ◆ Report its membership, selection, meeting times, and date to the school community.
- ◆ Deal with other policy issues covered by the parameters of the site based management.

Work in these areas of responsibility may be delegated by the Site Council to individuals, committees or sub-groups, which will then report back to the Team for final approval.

Article IV—Membership

A. Composition of Site Council

The Site Council will ideally consist of the following members:

- ◆ 3 administrators (Principal from Upper Campus and Lower Campus, plus Assistant Principal)
- ◆ 4 licensed classroom teachers who will represent both campuses
- ◆ 1 PTA liaison (This function can be served by the Principals who already attend both Site Council and PTA meetings or a parent.)
- ◆ 8 Lake Harriet Community School parent/guardians
- ◆ 1 neighborhood or business representative from any of the following groups—
Fulton Neighborhood Association, Linden Hills Neighborhood Association,
Local business representative from either local community (optional)

The membership of the Site Council shall reflect the diversity of the student body, represent the range of grades in the school, represent our City-Wide Special Ed program, and give equal representation to both the Lower and Upper Campuses. If possible, there would be at least one representative from grades K-3, 4-5, and the middle school years (6-8.) The term of office for members shall be two years (with an optional 3rd year, if desired). The parent co-chair and other officers may serve in such role for 1 or 2 years. Terms shall be staggered as possible so that approximately half of the management team will be up for election in any given year.

B. Selection of New Members

New non-staff members will be selected as follows: A nominating committee consisting of the parent co-chair, one staff member and two parent members will be formed in March of each year. The nominating committee will provide information about parent/community positions in the Connection and on the website and invite interested individuals to contact the Committee. The Nominating Committee will select a slate considering factors such as applicants' interest in the school as a whole rather than in a single issue, representation of demographic or other interest groups, previous service to the school, and background in educational issues affecting the school.

Once the Nominating Committee has selected a slate, the slate will be presented for a vote of the Site Council before the last meeting of the school year. New Site Council members are typically invited to attend that last Site Council Meeting of the year.

Administration shall determine the process for selection of staff.

Article V—Officers

Co-chairs—Two Administrators (a principal from Lower Campus and from Upper Campus) and one parent will co-chair the Team, formulating the agenda, making presentations and reports to the Team. The parent co-chair will be selected and voted on by the council members.

Secretary/Recorder—Records and distributes minutes. Post minutes and agendas to website.

Article VI—Membership

A. Responsibilities of Members

Members shall be responsible for providing representation of Lake Harriet Community School to the best of their capabilities, and for communicating with the constituency group on major issues and actions. Members are responsible for fully and actively participating in Site Council, including attending regular meetings, abiding by any Council consensus-supported ground rules, and participating in committee work.

B. Replacement or Removal of Member during the Year

If a member cannot fully participate in Education Council work, the Council will determine if there is a need to replace or remove the member. If a member fails to attend three regularly scheduled meetings in succession, the Council may determine that the member is not able to fully participate and vote to remove the member from the Council. This action will require a 2/3 vote of the active members present.

Article VII—Decision Making

A. Decisions by Consensus

The Site Council will make decisions by consensus whenever possible. Accordingly, attendance at Site Council meetings is crucial.

B. Decisions by Voting

If consensus cannot be reached, decisions may be made by a vote of Site Council members present. Each member has one vote.

C. Decisions Requiring a Quorum

For the following decisions, a quorum, which shall be defined as 2/3 of the total membership of the Site Council, is required. If no quorum is present, no vote on any of the following topics may be taken:

- Renewal or amendment of the Site Council Bylaws
- Approval of changes to the SIP
- Approval of the budget recommendations to be submitted to the District

Article VIII—Communication

Minutes are taken by the Secretary/Recorder at all meetings, emailed to Site Council members and placed on the website.

Decisions made by the Site Council are to be announced to all those affected, including students, staff, families, and the community, through channels such as the Connection, the LHCS website, email and/or individual letters, as determined most appropriate by the co-chairs.

Agendas, including date, location and time, should be communicated to Site Council members ideally at least seven days prior to each meeting by the co-chairs.

Article IX—Meetings

All Site Council meetings are open to all constituents. The Site Council will meet once a month or as needed.

Article X—Committee Structure

Committees will be established by the Site Council as it determines useful or necessary at the beginning of each school year to address key focus areas and to coordinate the needs and activities of the students, staff, families and community

The committees will report on a regular basis to the Site Council.