

Pratt Site Council Bylaws

Pratt School Site Council Mission:

To provide leadership to the Pratt School community and to be committed to implementing the school's mission to meet the educational and social needs of our students while increasing partnerships with families and the community.

Article I: Name

The name of the organization shall be the Pratt Community School Site Council hereby referred to as the School Site Council.

Article II: Purpose and Duties

Section 1: Purpose

The Pratt School Site Council will act as a representative council of school stakeholders to provide input to the school's administration to affect appropriate school-based decision-making and support the academic achievement and social and emotional growth of all students.

Section 2: Duties of School Advisory Council

Unless otherwise delegated authority by board policy, superintendent regulation or written autonomy agreement, the duty of the School Site Council is to:

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.

At least once per academic year, the School Site Council shall host a meeting for all school stakeholders for the purpose of receiving advice and comment regarding the level of student achievement at the site and how to improve it, the site operations for students and parents and other issues regarding the school important to them.

Section 3: Duties of School Site Council Members

1. Each member of the School Site Council is representative of a category of school stakeholders, and is accountable to that category of school stakeholder to represent the concerns of that category as a whole.
2. Each member of the School Site Council shall regularly communicate with the category of the school stakeholders that the member represents to gain advice, input and to gather concerns that need to be considered by the council.
3. Each member of the School Site Council shall regularly communicate with the category of the school stakeholders that the member represents about School Site Council decisions and school-based decision-making.
4. Each member of the School Site Council should commit to acting in the best interests of all students enrolled in the school.

Article III: Decision Making

On all matters delegated specifically to the Site Council for determination The School Site Council shall use a consensus-based process that strives to reach unanimity of voting in reaching decisions. If the Council cannot reach consensus in a timely manner, then the Chair or the Principal shall call for a vote, the outcome to be based on majority decision. Voting by secret ballot shall take place if two or more members request it.

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

Article IV: Membership

The School Site Council shall function as a team of parents/guardians, staff, and administrators representing Pratt Community School working cooperatively to reach the goals of the school.

Membership shall include:

- 3-5 Licensed staff members working at the school: one each from: High Five – Grade 2 team; and Grade 3 – Grade 5 team; and at least one representative from the other licensed staff (specialist, special education, ELL, etc.) as well as the racial, ethnic and cultural diversity of the staff.
- 1-2 Unlicensed employees that represent the racial, ethnic and cultural diversity of the staff.
- Three to five parents/guardians (elected by the parent community when more than five seats are requested). A Pratt PTO (Parent Teacher Organization) Representative must be included on the School Site Council for communication purposes. Parent/ guardian members shall represent the diversity of the student body.
- The School Principal
- One Family Liaison.
- At least one local community member who resides near the school or whose business is in the school neighborhood.

Pratt school staff shall constitute no more than sixty percent (60%) nor less than forty percent (40%) of the membership.

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

Members may serve from time to time on task forces.

Members missing more than three meetings in a one-year period may be replaced.

Article V: Term of Office

A term shall constitute two consecutive years, the year beginning on June 1 and ending on May 31. Terms shall be staggered so that roughly half of the School Site Council will be up for election in any given year. A member who wishes to continue to serve on the team may do so if there are not enough new members wishing to sit on the School Site Council. If there is enough representation to change seats, the member wishing to remain must be reelected by the Pratt School parent community.

Article VI: Officers

The officers of the School Site Council shall be:

Two Co-Chairs

One Secretary

The School Site Council will elect officers by a simple majority vote. One co-chair will be a staff member and the other co-chair will be a parent representative. Any member may serve as secretary.

Any officer may be removed from the School Site Council by a two-thirds vote of the members present. Removal may be acted upon at any regularly scheduled meeting of the School Site Council provided that notice of intention to consider removal has been given to all members including the office affected.

Article VII: Officers' Duties

The co-chairs shall run the meetings and set the agendas. They shall provide parents, staff, and the community with the opportunity to place items on the School Site Council meeting agenda. The agenda will be distributed prior to the meeting to the members. Items to appear on the agenda must be brought to the attention of the co-chairs in writing.

The secretary shall record the meeting minutes and distribute these minutes to all members as well as the Pratt web site. The secretary shall act as keeper and custodial of all books, correspondence and papers relating to the business of the School Site Council.

Article VIII: Meetings

School Site Council meetings shall be held monthly during the school year. The School Site Council as necessary may call additional meetings. Meeting times, dates and locations will be announced to parents, staff and community members in the school newsletter. Any interested party may attend meetings.

Article IX: Agendas

The agenda will be distributed to Members prior to each meeting.

Article IX: Committees

The School Site Council may establish committees, task forces, or subcommittees as necessary to undertake specific projects.

Article X: Amendments

These by-laws may be amended by a 2/3 vote of the School Site Council. Proposed amendments to the by-laws shall be submitted to the co-chairs in writing. They will be presented at the next regularly scheduled meeting and acted upon the following meeting.

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.

Article XI: Appeals

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.

Article XII: Adoption

A true and correct copy of the by-laws shall be kept in the school offices 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.