

# 1692

## School Site Councils

*Policy 1692*

Original Adoption: 2/25/1992  
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### **I. PURPOSE**

The Board of Directors of Minneapolis Public Schools is committed to providing support for innovation and excellence in each of its schools and programs. The collective efforts of students, teachers, parents, administrators, the local community and supporting central offices staff toward student success are necessary to meet the academic and social needs of Minneapolis students. Combined efforts of all school stakeholders are necessary to meet the district's mission, vision and strategic plan goals. Gathering the local input of school stakeholders to improve the academic achievement and emotional and social growth of students attending that school is valuable and necessary to maximize all efforts toward improving and maintaining student success and growth. A representative council of school stakeholders is the means that the Board of Directors believes will provide the 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. The purpose of this policy is to establish the parameters in which such school site councils shall be formed and shall influence school-based decision making.

### **II. GENERAL STATEMENT OF POLICY**

- A. Each district governed school shall establish a representative school site council for the purposes of implementing this policy.
- B. The School Site Council shall operate on the basis of a set of adopted By-Laws. By-laws must conform to this and other appropriate district policies.
- C. The Superintendent is authorized to provide a model set of By-Laws to guide site councils in the development of their local by-laws. By-Laws adopted must be submitted for review to the appropriate Associate Superintendent.
- D. Unless a governance matter is specifically delegated to a school site council by law, the Board of Directors or the Superintendent, governance of the school shall reside with the Superintendent or the Superintendent's designee.
- E. Schools granted additional autonomies by the Superintendent shall be governed according to the written agreement made between the Superintendent and the School Site Council.

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### III. SCHOOL SITE COUNCIL MEMBERSHIP AND SELECTION PROCESSES

- A. The Principal or Site Administrator shall be a member of the School Site Council.
- B. In Pre-K- Grade 8 schools site council membership should include:
  - 1. Parents that reflect the racial, ethnic, and cultural, language and ability diversity of the student body.
  - 2. Licensed employees that represent the various bands of grades within a school, (e.g. primary, intermediate and middle grades), special education and English Language instruction as well as the racial, ethnic and cultural diversity of the staff.
  - 3. Unlicensed employees that represent the racial, ethnic and cultural diversity of the staff.
  - 4. At least one local community member who resides near the school or whose business is in the school neighborhood.
- C. In Pre-K – Grade 8 schools students may be included on the school site council.
- D. In High Schools the site council membership should include:
  - 1. Parents that reflect the racial, ethnic, language, ability and cultural diversity of the student body.
  - 2. Licensed employees that represent the various content areas, special education, English Language instruction within the school, as well as the racial, ethnic and cultural diversity of the licensed staff.
  - 3. Unlicensed employees that represent the racial, ethnic and cultural diversity of the unlicensed staff.
  - 4. At least one local community member who resides near the school or whose business is in the school neighborhood.
  - 5. Students.
- E. In elementary school site councils school staff shall constitute no more than sixty percent (60%) nor less than forty percent (40%) of the membership. In secondary sites school staff shall constitute no more than sixty percent (60%) nor less than thirty-three percent (33%) and shall endeavor to create a balanced representation between parents, students and staff.
- F. The process for selection of members for each representative group shall be consistent with the council's by-laws, and may be different for each category of council membership. Processes chosen by the school site shall be those most likely to result in the representative characteristic of the council.

### IV. DUTIES OF SCHOOL SITE COUNCIL

- A. Unless otherwise delegated authority by board policy, superintendent regulation or written autonomy agreement, the duty of the 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.
- B. 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.
- C. The School Site Council does not have the authority to make decisions that are not specifically delegated to it, nor may it make decisions that are contrary to the goals and the policies of the Board of Directors or the Superintendent's regulations or priorities.
- D. Consistent with Minnesota law, the Board of Directors, not the School Site Council, remains responsible for legally entering into contracts and for the expenditure of all revenue received by the District or any of its schools or programs consistent with District procedures.

**V. DUTIES OF SCHOOL SITE COUNCIL MEMBERS**

- A. 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.
- B. 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.



- C. 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.
- D. Each member of the school site council should commit to acting in the best interests of all students enrolled in the school.

**VI. RESPONSIBILITIES**

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. The principal or, where no principal is assigned, the site administrator of each school site is responsible for assuring that all school-based decisions are consistent with Board of Directors policies and the priorities of the Superintendent.
- C. The Superintendent shall initiate a method of accountability for the implementation of this policy.
- D. The Superintendent shall provide the Board with written reports regarding the implementation of this policy which shall include the demographics of district site council membership.

***Legal References:***

- Minn. Stat. §123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
- Minn. Stat. §126C.15 (Basic Skills Revenue; Compensatory Education Revenue)

***Cross References:***

- MPS Policy 1040 (Student and Staff Data Protection)
- MPS Policy 1150 (Media Relations)
- MPS Policy 1310 (Parent-Teacher Association...and Other School-Community Organizations)
- MPS Policy 1450 (Volunteers)
- MPS Policy 1541 (Response to Violence and Disruption)
- MPS Policy 2100 (Superintendent: Roles and Responsibilities)
- MPS Policies 3000-3004 (Code of Ethics)
- MPS Policy 3120 (Budget Preparation)
- MPS Policy 5460 (Dress)
- MPS Policy 6000 (Mission of the Educational Program)
- MPS Policy 6110 (Academic Goals)
- MPS Policy 7960 (Naming Schools and District Property)