

Valley Crossing Elementary School Site Team Bylaws

Article 1- Name and Definition

1.1 The name of this organization is the Valley Crossing Elementary School Site Team in Woodbury, Minnesota. It is a body made up of elected and appointed representatives including parents/guardians, staff, and community members of the Valley Crossing Community School. These bylaws clarify the principles set forth in the "Constitution" for the Site Team at Valley Crossing Elementary School.

Article 2 – Goals

2.1 Goals

1. Create the best learning environment for children.
2. Foster an environment that encourages and supports research-based best practices in the education of children.
3. Create the best working environment for all staff.
4. Create an environment that responds to students needs.
5. Encourage opportunities for increased parental involvement and community volunteerism.
6. Place the decision-making closer to the teaching and learning or to those who are affected by the decision.
7. Ensure cohesiveness, integration and collaboration in shared decision-making at Valley Crossing Elementary School.

Article 3 –Membership and Election

3.1 Members

To ensure all perspectives, the Site Team will be comprised of the following members:

1. Principal (1)
2. Parents/Guardians (up to 6) at large (elected)
3. Licensed Staff (6-8) (3appointed by principal from licensed staff serving in paid leadership roles with the Alternate Teacher Pay and Performance System (ATTPS); remainder elected)
4. Support Staff (maintenance, paraprofessionals, clerical) (2) (elected)
5. Community Member (1) (appointed)

3.2 Length of Terms for Positions

To provide continuity, the terms of the first election will be staggered. For the first year of the Site Team, the terms of one-half of the parent/guardian representatives, 3 licensed staff and 1 support staff will be for one year. All other members will serve for 2 years. Thereafter, all parent/guardian members and staff members will serve two-year terms.

3.3 Selection Process

1. Staff representatives will be elected by other staff members; parent/guardian representatives will be elected by other parents.

2. Applications for the community representative will be accepted by the Site Team and the member will be appointed by this body.
3. Resignations of any representatives must be submitted in writing to the Site Team. The principal will fill the position by appointment for the remainder of the term.

3.4. Elections for membership on the Site Team shall be held annually via electronic ballot. Paper ballots will be made available upon request. The Site Team will prepare and distribute notice of the elections, solicit nominations and conduct the elections annually. Notices relating to elections will be distributed prior to elections. When the number of individuals interested in serving as an elected representative is equal to or less than the number of positions available, no formal election will be needed.

3.5 Site Team roles will include a convener, recorder and timekeeper who will be selected by consensus by the Site Team.

Article 4 – Meetings

4.1 Regular meetings of the Site Team shall be held about monthly at 8:00 am. Exact dates will be determined by the Site Team, at the first fall meeting, for the remainder of the current academic year. Ten days' public notice shall be given for any change of the date. The Site Team has the discretion to cancel and reschedule meetings as necessary.

4.2 Special meetings of the Site Team may be called by the convener with ten day's public notice.

4.3 A list of the regular meetings for the following calendar year will be made available to all School employees and all parents. Notices of specific regular meetings, including the agenda, will be on the school website. Notice of special meetings will be made available to all School employees and all parents. The Site Team welcomes all students, parents, faculty, staff and community members to its meetings as observers. The Site Team may develop policies and procedures for developing agendas, addressing issues and determining the business to be conducted at meetings of the Site Team to ensure its goal of facilitating successful and productive meetings.

4.4 A quorum is required to take official action at all meetings. A quorum is defined as fifty-one percent of the current membership. Once a quorum is established it is not broken by members leaving before the meeting has concluded.

4.5 Decisions will be reached by consensus or Fist to Five method.

Fist to Five 5

5 - I'll champion it

4 - Strongly agree

3 - Agree

2 - Reservations

1 - Oppose

Fist - If I could, I would sabotage it

Anyone showing a 2 or less has the opportunity to explain their reason for their vote. He/she may restate or justify concerns to provide an opportunity for another group member to change his/her mind. When the will of the majority becomes evident (through subsequent fist to five votes), there is an exception that all members will agree that the process of consensus was followed and that the

decision will be enforced as the will of the group.

4.7 The Site Team is exercising its discretion under the “Constitution” to welcome student members to all Site Team meetings.

Article 5 -Budget

5.1 This Site Team shall be responsible for budgets related to Staff Development and Schedule D funds.

5.2 The budget shall be included as an agenda item at each meeting.

Article 6 -Issue Resolution

6.1 The Site Team facilitates resolution of school issues through the shared decision process.

6.2 Issues can include proposals, new initiatives and complaints. The issue will be submitted online using the Site Team issue sheet. The submitter will be notified of the meeting at which the issue will be discussed.

Article 7 – Committees

7.1 The Site Team shall create such committees, either standing or temporary, as it may deem necessary to carry out the business of the Site Team.

Article 8 –Provision for Modification

8.1 These bylaws may be amended at any regular meeting of the Site Team by a two-thirds vote of the members present and voting. Notice of the amendment must be given to each Site Team member at either the previous regular meeting or in writing thirty days before the meeting at which the amendment is moved.