***SWWC Service Cooperative***

Superintendents’ Executive Council BYLAWS

# PURPOSE

The primary purpose of the Superintendents’ Executive Council is to provide advice and support to the SWWC Service Cooperative Administration and Board of Directors. In addition, the Superintendents’ Executive Council’s purpose is to:

* + Provide guidance, advice, and feedback to the administration, leadership, and management processes of the agency.
	+ Provide support to the development of collegial relationships between regional superintendents and other administrators; and,
	+ Provide professional development and learning opportunities.

More specifically, the Superintendents’ Executive Council provides advice and support in the following ways:

* + Consulting with the Executive Director on broad policy issues affecting the service cooperative membership.
	+ Providing advice on programs and services development, evaluation, and improvement.
	+ Reviewing and commenting on the agency budget, fees, and fiscal operations.
	+ Assisting in the development and improvement of relationships between the service cooperative and other organizations.
	+ Assisting in the development and evaluation of the mission, vision, and priorities of the service cooperative.
	+ Promoting positive public relations for the service cooperative mission, programs, and services.
	+ Educating and informing the membership; and,
	+ Developing professional development opportunities for school administrators such as, administrative forums, hot topic seminars, and emerging issues sessions.

# MEMBERSHIP

1. The Superintendents’ Executive Council shall be made up of not more than twenty-one (21) representatives, comprised of the following:

Member School Superintendents (Elected) 15 Representatives

MN River Valley SPED Center (Appointed) 1 Representative

MN River Valley Education District (Appointed) 1 Representative Higher Education (Appointed) 2 Representatives

Non-Public Schools (Appointed) 1 Representative

Past-Chair\*\* 1 Representative

\*\*The Past Chair will be represented separately only if their term has expired as an elective representative from another group.

1. There will be no alternates at meetings.
2. Vacancies occurring on the council will be filled by the appropriate representative group or through a process of recommendation by the Executive Director and appointment by the council.

# OFFICERS

1. The elected officers will be the Chair and Vice Chair.
2. The Vice Chair will assume the responsibilities of the Chair in the Chair’s absence and will assume the Chair position upon completion of their service as Vice Chair.
3. The Chair will assume the Past Chair position upon completion of their services as Chair.
4. The Chair, Vice Chair, and Past Chair will serve for 12 months (Sept – August); to be elected Chair a member must have been on the council for at least one year.
5. The Chair, Vice Chair, and Past Chair will serve as the Executive Committee for the council.
6. Duties of the Chair:
	* Conduct and facilitate meetings.
	* Assist the Executive Director, with input from the Executive Committee, in finalizing agendas.
7. Recording Secretary:
	* The Recording Secretary will be a nonvoting/nonmember. The responsibilities will be to:

› Keep minutes.

› Type meeting agenda upon receipt from Executive Director and distribute to council members.

› Type unapproved minutes and distribute with agenda to council members.

* + Meeting minutes will not be altered between meetings unless a special meeting has been called to address these alterations.

# TERMS OF MEMBERSHIP

1. Each elected position will commit to a three-year term which runs from September through August.
2. Each appointed position will commit to a one-year term which runs from September through August.
3. A member may resign prior to the end of his/her term, by submitting a written resignation to the Chair.
4. The Executive Director is a non-voting, permanent member of the council.

# MEETINGS

1. The council shall meet as agreed upon by the council at its organizational meeting in September.
2. Each meeting shall normally be limited to two hours in length, unless extended by majority vote and start promptly at the designated time.
3. Modifications of dates, places, and times can be made by council decision.

# QUORUM

1. To conduct business, a quorum must be personally or virtually present and the Chair, Vice Chair or Past Chair must be present. A quorum shall consist of a minimum of 50%, plus one voting members from the council.
2. If a member is unable to attend a meeting, the recording secretary shall be contacted. A member who has two consecutive unexcused absences will be removed from the council.

# DECISION MAKING

A. Actions by the council will be by majority vote. Only council members can participate in the vote, however, the Executive Director, as a non-voting, permanent member, may participate in all discussions.

# STANDING COMMITTEES

1. The council will have the following standing committees:
	* Executive Committee: The Executive Committee shall consist of six (6) members of the council. The Chair, Vice Chair, Past Chair and one (1) member from each year’s class shall comprise the Executive Committee. The purpose of the Executive Committee is to advise the Executive Director on the overall planning and operations of the programs/services of the agency. In addition, the committee will advise the Executive Director on administrative issues related to the Superintendents’ Executive Council (e.g., agenda development, self- evaluation survey, vacancy recommendations) and to advise the Executive Director on other important matters as needed.
	* Special Education Advisory Committee: The Special Education Advisory Committee shall be comprised of twelve superintendents from school districts who participate in the special education cooperative. Four (4) of the members will be members of the Superintendents’ Executive Council, the other eight (8) members will be selected at large. The purpose of the Special Education Advisory Committee is to advise the Executive Director and/or designee on issues related to the administration of special education programs and services. The Special Education Advisory Committee will be appointed by the Superintendents’ Executive Council and will serve a 3-year term.
	* MASA Regional Leadership Team: The MASA Regional Leadership Team consists of five (5) members. The Chair, Chair Elect, SWWC Executive Director, Secretary and MASA Representative. The purpose of the MASA Regional Leadership Team is to promote and support school administrators in general, MASA and MASA/Region 3 activities specifically, to provide input to MASA and provide updates to the Superintendents’ Executive Council.
2. Appointment of any other sub-committees shall be made by majority vote of a quorum of the Superintendents’ Executive Council.

# AGENDA

1. The agenda for the next scheduled council meeting will be distributed (along with unapproved minutes of the last meeting) one week in advance of the scheduled meeting.
2. The agenda will identify the topic and the member(s) responsible for organizing information relative to the agenda topics.
3. In addition, the Superintendents’ Executive Council may identify and invite resource people for a topic on the agenda. Upon invitation, the resource person may participate in the discussion with the ultimate action taken by the Superintendents’ Executive Council members.

# SELF-EVALUATION SURVEY

The Superintendents’ Executive Council may conduct an annual survey to assess the performance of the advisory council as it relates to these bylaws.

# COMPENSATION

Meetings will be conducted during normal work hours. Members will not be paid, however, mileage to and from meetings will be reimbursed at the IRS mileage rate.

# AMENDMENTS TO BYLAWS

1. Any changes to these bylaws may be proposed at any Superintendents’ Executive Council meeting and shall be approved by majority vote of a quorum of the Superintendents’ Executive Council.

**Appendix I: SWWC Special Education Cooperative Membership**

The SWWC Special Education Cooperative is designed to be a shared administrative and itinerant staff cooperative. This means that the majority of SWWC Special Education Cooperative members share a Director of Special Education, Due Process Specialist, and itinerant staff. However, we do allow districts to have their own Special Education Director (districts with relatively high enrollment). These districts do not pay a portion of the shared director costs, nor do they receive, or pay for, Due Process Specialists’ services. These districts also have access to itinerant staff services.

Because costs are shared between member school districts, any decision made by a school district that impacts the costs of another school district will be asked to follow the guidelines in this appendix.

Guidelines:

* A school district may request an increase or decrease in itinerant staff time during the contract and staffing period each year or outside of this period due to special circumstances. Specific notification requirements will be communicated each year at the time of contract distribution. Special requests outside of the notification period for itinerant staffing will be considered if there is no financial impact on other cooperative schools.
* Current SpEd Cooperative Members must, before July 1 of the prior school year, provide notice to SWWC and the Special Education Advisory Committee of its desire to have a full time Special Education Director assigned to their school district.
* Any new school district requesting membership in the SWWC Special Education Cooperative will be assigned a Special Education Director and Due Process Specialist employed by SWWC under the guidelines of the shared administrative model.
* Any new school district requesting membership and a full time Special Education Director will need to petition the SpEd Advisory Committee, and if approved, will be an employee of SWWC.
* The criteria for a current or new school district participating in the SpEd Cooperative and receiving a full time Director of Special Education will be determined at the time of the request and presented to the SpEd Advisory Committee for consideration.

The following are Special Education Cooperative membership categories:

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| **Special Education Cooperative Membership** |
| **SpEd Cooperative Member** | **Non-SpEd Cooperative Member** | **Non-SpEd Cooperative Associate Member** |
| * Full or Associate Member of SWWC.
* Has access to all administrative, itinerant, and ancillary services at cooperative member pricing (most favorable).
* May have a full time Director of Special Education at special pricing.
* Pay a proportionate share of agency and special education program overhead through the membership fee.
 | * Full member of SWWC.
* Do **NOT** have access to administrative services.
* May access itinerant services (if available) on a feel for service basis equal to cooperative member pricing plus an upcharge of 15%.
* Do **NOT** pay a proportionate share of agency and special education program overhead through a membership fee.
 | * Associate Member of SWWC.
* Do **NOT** have access to administrative services.
* May access itinerant services (if available) on a feel for service basis equal to cooperative member pricing plus an upcharge of 20%.
* Do **NOT** pay a proportionate share of agency and special education program overhead through a membership fee.
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