

## REDOUBT ELEMENTARY SITE COUNCIL BY-LAWS

**I. NAME, LOCATION** The name of this organization is the Redoubt Elementary Site Council located at Redoubt Elementary in Soldotna, Alaska. Throughout this document the Redoubt Elementary Site Council will be referred to as “the council.”

**II. ARTICLES OF ORGANIZATION** The articles of organization of a local site-based decision making council include the bylaws of such organization and accompanying documents

**III. PURPOSE STATEMENT** The purpose of the Redoubt Elementary Site Council, in line with the School Based Decision Making Plan of the Kenai Peninsula Borough School District, is to give input and guidance into decisions in the school for the improvement of the instructional program.

**IV. PARAMETERS** State and federal laws, negotiated agreements, and the policies and procedures for the Kenai Peninsula Borough School District will be adhered to in all decisions of the council.

**V. MEMBERSHIP** The council shall include representation of the following: Principal: This position will remain a permanent position on all council boards. Teachers: There will be two (2) certified positions on the council. 1) Seat A - This position will rotate in the fall of odd years. 2) Seat B - This position will rotate in the fall of even years. These positions will be selected by a vote of the certified staff. Support Staff: There will be one (1) support position on the council. Support positions will come up for election each year. This position will be selected by other support personnel. Parents: There will be three (3) parent positions on the council. Of these (3) parent positions, one will be a 1-year term and two will be 2-year terms. Parent may not be a school employee. 1) Seat A - This is a 2-year position and will rotate in the fall of odd years. 2) Seat B - This is a 2-year position and will rotate in the fall of even years. 3) Seat C - This is a 1-year position and will rotate in the fall of each year. As a result, there will always be one continuing parent member on the council.

- Non parent community member: This position will be selected or elected each year.
- Students - Elementary School: Student positions are optional.
- **Elections/Selections** Nominations for vacant seats will be called for before the end of the fourth quarter. This notification is typically done through the School Newsletter. Voting will take place in May and the board members term will begin the first meeting in September. Application forms will be made available during fourth quarter in the school office and filled out by parents of students planning on attending Redoubt Elementary the following year as well as Soldotna community members. Certified and Classified will be elected by teachers and Support staff respectively. All ballots will be tabulated by the Principal and Chairperson. Committee and parent positions that become vacant will be appointed and approved by the Site Council for the remainder of the term.

- Qualifications and selection process will be in accordance with the Kenai Peninsula School District guidelines.
- The terms of office for council members will be from June 1st to May 31st of each year. The regular term of office is two years unless specifically stated. All council members will be eligible for reelection.

**VI. AGENDA** The agenda items will be submitted to the school principal or other council member by the Wednesday prior to the scheduled meeting date or at the discretion of the chairperson of the council. Agenda items will be submitted in writing. The agenda will be made available to the parents of students a week prior to the scheduled meeting.

**VII. MEETINGS** The council will meet monthly no less than five (5) times during the school year at Redoubt Elementary. Additional meetings may be scheduled as necessary. Prior to adjournment, the council members will agree to the next monthly meeting date if it is not already established. B. Meetings are open to the public. Items of a confidential nature will be handled during an executive session. C. Public presentations regarding items on the agenda will be encouraged. The council may solicit information as needed. D. Members who have two consecutive unexcused absences may be replaced by consensus decision of the council.

**VIII. EVALUATION** Informal self-evaluation will occur on a continual basis however, during the last meeting of each school year, the council shall complete a self-evaluation reviewing the year's actions and accomplishments. The evaluation will identify areas in which the council has been effective and also include those items, which need further development and attention during the upcoming school year.

**IX. LEADERSHIP AND COUNCIL RECORDS** The Chairperson shall be elected by the council. He or she shall conduct meetings, set and distribute agendas and represent council at public meetings. The Chairperson shall submit all approved Site Based Meeting minutes to the Office of the Superintendent within a timely manner. B. The Recorder shall be elected by the council. He or she shall keep accurate records of all meetings and will maintain records of By-laws, meeting minutes and current membership.

- The Principal has overall authority and responsibility of the council and will therefore have the ability to exercise this right.
- All officers shall be elected for a one-year term or until successors are elected. Any officer may be removed from office by a two-thirds vote whenever it is judged to be in the best

interest of the council. The Council will select or elect a Chairperson and Recorder at the first meeting of the school year.

- An annual report and self-evaluation from the council will be submitted to the Superintendent and to the District Site Based Decision Making Action Team Yearly.
- The By-Laws will be reviewed annually by the Site Council at the beginning of each school year.

**X. APPEALS TO SITE BASED COUNCIL** If the appeal is based upon an alleged violation of a council bylaw, board of education policy, act of discrimination, or violation of a right protected by law or regulation, the complainant shall place their objection in writing and submit it to the chairperson who shall place it on the agenda at the next meeting of the council providing the complaint has been submitted in a timely fashion as defined in the Agenda Section Part V of the council bylaws. The complaint must specify the following: 1. The nature of the violation 2. The specific bylaw, policy, or regulation, which was violated. 3. The manner in which the bylaw, policy or regulation was violated. 4. The relief, which is sought (what you want the council to do).

- After reviewing the complaint, the decision of the council will be returned to the complainant in writing.
- Those complaints believed to be violations of board policy or state statutes can be referred to district office.

**XI. CONFIDENTIALITY** The council recognizes that information shared during meetings may be of a confidential nature. Staff members on the council are bound by the Alaska State Professional Code of Ethics. Other nonemployee members are bound by this same Code. The Code will be distributed and reviewed annually.

**XII. DECISION MAKING** All decisions should be based on “What is best for the students of Redoubt Elementary”. A quorum must be present. A quorum being five (5) members, one of which must be a parent representative, and simple majority vote prevails. Initial decisions are subject to review and reconsideration if necessary. Everyone will have the same access to all information pertinent to the decision being made. (Excluding confidential information such as reference checks.)

**XIII. VOTING** Voting will be conducted in accordance with Robert’s Rules of Order. A quorum must be present. A quorum being five (5) members, one of which must be a parent representative, and simple majority vote prevails.

**XIV. DUTIES AND RESPONSIBILITIES** The council will be an advocate for the students of Redoubt Elementary. The council will objectively and effectively serve as a vehicle of communication for staff and community. The council shall on an annual basis, set forth student achievement goals with

yearly performance targets based on the District's assessment policy and other indicators identified by the District. The council will annually evaluate its performance in reaching the targets.

- Interviewing and hiring staff: The principal will select an interview team including staff representative.
- School Staffing Plans: The council will discuss alternatives for soliciting input from those affected by staffing decisions if there is going to be any change.
- Goal Setting & Staff Development Plans: The council shall contribute to the development of the annual building goals. The staff development committee will implement an in-service plan based on the goals selected by the staff each spring. The Staff Development Committee shall present these plans to the site council. Parents shall be invited to attend in-service presentations.
- Curricular Initiatives/Projects: The council will discuss alternatives for soliciting input from those affected by the decisions.
- Capital Improvement and Maintenance Projects: The council may assist with the development of long-term plans for capital improvements and maintenance. Plans will be available to the public.
- School Policies: The council will discuss alternative for soliciting input from those groups affected by school policy changes.

**XV. COMMITTEES** Procedures for making instructional decisions. Most important school and educational issues at Redoubt Elementary are dealt with by teams which are established to study issues, make decisions, and present information for feedback before implementing an action. These teams are made up of staff members and others who may be affected by the decisions (parents, community members, etc.) Two types of teams carry out the instructional leadership role at Redoubt Elementary, special purpose (long term) teams and short term teams.

- Special purpose teams each have a written purpose with goals and plans for the year. These teams function like standing committees and usually meet two to four times per month. Short term teams are those which meet as needed to address a particular problem, issue or idea.
- The council may appoint committees to assist them in carrying out their responsibilities. Committees are to be advisory to the council on matters such as finance, public relations, programs, etc.

**XVI. AMENDMENTS** The council shall have the authority to make, amend or repeal the By-laws of this organization by a two-thirds vote of all the members of the council at any regular or special meeting of the council, provided that a (30) day notice has been given.

