

**KPBSD**

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**Port Graham School**  
**School Site Based**  
**Committee Bylaws**

## **Port Graham Mission Statement**

**As one of the foundations of the community, the mission of Port Graham Elementary-High School, heavily influenced by our cultural life style and in unity with the village, is to develop diverse roles within their community and obtain the highest level of education desired, by providing a nurturing and interactive learning environment, which recognizes the individuality and ethnic uniqueness of all students.**

### **Parameters and Functions:**

School councils shall conduct their business in compliance with the following:

- Alaska Statutes
- Alaska Department of Education and Early Development Regulations
- Board of Education Policies
- Federal Laws and Regulations related to education
  - Negotiated Agreements and Associated Variances
  - School District Administrative Regulations and Rules (i.e. enrollment, calendar, transportation, fiscal services, purchasing, environmental requirements [OSHA, AHERA], staffing formulas, curriculum, assessments)
- Contracts with suppliers and vendors
- Budgetary limitations
- Student Activity Association requirements
- Limitations defined by the Board of Education action or administrative mandates

### **Bylaws:**

All school councils shall operate under bylaws adopted by the council and filed with the Superintendent. School council decisions will be made by consensus as defined in the council bylaws. All meetings are to be advertised, held publicly in accordance with the open meetings act, and minutes posted and/or distributed to the school population. Bylaws should specifically address the following elements:

- School mission statement
- Composition of the school council and terms of service
- Officers
- Agenda setting
- Meeting frequency, date, and time
  - (a minimum of four meetings is required per year)
- Minutes
  - (Copies sent to the Superintendent after each meeting)
- Process for revision of bylaws

Process for Community input/participation in council work

(See attached Exhibit for sample form)

Self-evaluation to be completed annually

(District identified process submitted to the Board of Education)

### **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 a 1-Year Term and two will 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:** the student positions are optional.

### **Selection Process:**

The Principal shall be a member of the Site Council by virtue of his/her position and shall have the responsibility to guide the committee in developing an organizational structure for conducting the committee's business.

Certified and support staff shall be selected for committee membership within the first two weeks of school by their peers. The nomination and election process shall be conducted by the eligible certified and support staff assigned to the school between August 15<sup>th</sup> and September 1<sup>st</sup>. The representatives elected shall take office IMMEDIATELY. The election shall be consistent with the negotiated agreement.

Any parent of a child attending the school during the period of elected service is eligible for election by other parents in the school. Nominations must be submitted by September 1<sup>st</sup>. Bio sheets may be displayed publically before the election. Voting will be done by written ballot. The election will occur at the school

between September 10<sup>th</sup> and September 20<sup>th</sup> each year with simple majority vote rule. Votes will be counted by individuals without any conflict of interest. Those elevated shall take office immediately.

The non-parent community member for the succeeding school year shall be selected by the seated members of the committee following a nomination process conducted by the principal, in coordination with the committee, during the month of September. The selected or elected community non-parent community member will take office immediately.

The parents and non-parent community members shall not be employees of the district assigned in any capacity to the school for their representation. Committee members shall not be district board of education members.

The student council may add a student representative to the Site Council if they wish, using a process defined by the committee.

Elected Site Council members may stand for re-election. Parent members standing re-election must have a child under guardianship enrolled in the school during the period of their service. Site Council members must continuously maintain the requirements of their status in order to maintain their positions on the committee. In the event that a member cannot fulfill their term, the candidate with the next highest number of votes shall complete the term. In the event there were not any other candidates for office or they are no longer able to serve, the opening will be advertised on the school bulletin and the Principal will appoint a member from those interested to fill in until the next election.

**Amendments:**

The council shall have the authority to make, amend or repeal the Bylaws 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.

**Voting:**

Voting will be conducted in accordance with Robert's Rules of Order. A quorum must be present. A quorum being five (5) members, two of which must be a community/parent representative, and simple majority vote prevails. The principal's vote is included.

**Duties of the SBC (Site Base Committee):**

The SBC is authorized and may engage in all discretionary functions permitted by the Kenai Peninsula Borough School District Site Based Planning Procedures and in all appropriate measures deemed necessary to carry out such discretionary functions. These discretionary functions include but are not limited to:

- a. The interviewing process
- b. In-service plans
- c. School staffing plans

- d. Curricular initiatives/projects/new courses
- e. Co-curricular activities
- f. School Policies
- g. School budget
- h. Scheduling
- i.

The school district supports the concepts of shared decision making as strength in the instructional process. The principal remains the sole administrator of the school and will operate the school within the normal constraints of the district, including working with the school SBC.

Should the SBC raise or receive funds from an outside source, a school district account has been established to hold all said funds. Any deposits or withdrawals of said funds must be brought before the SBC and be voted on according to the Bylaws. It is the intent of the SBC to use and appropriate funds to support and enhance the educational and activity program for the school and students. All funds will be spent with that philosophy in mind.

**Removal and Replacements of Members:**

Any member who no longer meets the requirements of Council membership will be removed from the Council.

The Council may remove a member from the organization by a vote of two-thirds of the membership. A member may be removed by the membership whenever, in their judgment, the best interest of the organization will be served. Such removal shall be for cause.

The term of any member of the Council will terminate automatically in the event of three unexcused absences in succession, or in the event of four absences for any reason, excused or not from the regular meetings of the Council during one year. Excused absences are those duly announced and granted by the President.

**a. 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 non-employee members are bound by this same Code. The Code will be distributed and reviewed annually.

**b. Non-Discrimination Policy**

It shall be a policy of this PAC that membership on the PAC may be extended to anyone, subject to district approved qualifications, without regard to race, handicaps, age, sex, marital status, economic status, religious or political affiliation.

**c. Protocol:**

For Addressing the Site Council

- There are opportunities during a Site Council Meeting when any citizen may address the Committee on subjects relating to education. The opportunity for public comments is a twenty-minute period at the beginning of each Site Council.

- Except for spokesperson of delegations, persons addressing the Committee will be allowed 3 minutes.
- Identify yourself.
- Remarks that attack the character of anyone are out of order. Persons in the audience should not interrupt the comment period of any other speaker.
- Before addressing the Committee, please discuss grievances with the teacher or principal. Most problems are solved through these channels.
- Please refrain from sharing information which could cause embarrassment later.
- Applause is appropriate after the following:
  - presentation of an award
  - performance by a student or students
  - report on a school
- The meeting schedule will be posted in the school entry and on the web.
- If you have an idea for a new program, be willing to participate in its implementation. Sometimes people have unlimited ideas but expect others to do the work.