

**NIKISKI MIDDLE/ HIGH SCHOOL
SITE-BASED COUNCIL
BYLAWS**

ARTICLE I: NIKISKI MIDDLE/HIGH SCHOOL MISSION STATEMENT

Nikiski Middle/High School, part of the Kenai Peninsula Borough School District, provides a safe educational environment that encourages every student to develop his/her intellectual and physical skills, and emotional well being; preparing students to be productive and responsible members in our community and society.

ARTICLE II: NIKISKI MIDDLE/HIGH SCHOOL PHILOSOPHY STATEMENT

Nikiski Middle/High School will provide an environment to encourage the development of mental, social, emotional, and physical aspects of all students. More specifically, the school accepts the following responsibilities:

- Provide an education with an opportunity for each student;
- Provide each student the opportunity to explore individual talents and interests;
- Encourage every student to learn to relate to the world environment;
- Help the student effectively organize and understand knowledge for practical application;
- Guide the development of social behavior to promote successful living in a social group and a changing society;
- Establish patterns of learning to enhance lifelong education;
- Help students form a valid system of values.

Recognizing that the school reflects the community, the school staff believes that working cooperatively and effectively with the community will build understanding and mutual respect. The community will be invited to take part in decision making and planning. Students, parents, and community members who would like to change or enact a policy are encouraged to talk with staff members and attend Site Council meetings where policies and practices are discussed. A close working relationship between the school and community is encouraged. Students are encouraged to take responsibility for their own learning, organization, and communication between home and school.

ARTICLE III: SITE-BASED COUNCIL GOALS

The Site- Based Council, because of its strong belief in public education in KPBSD, advocates continued improvement of instruction and facilities for all the students at Nikiski Middle/High School.

The Council believes this is best accomplished through joint efforts among school staff, parents, students, and the community.

Our goal is to establish a safe, orderly, positive, and engaging climate.

ARTICLE IV: SITE-BASED COUNCIL RESPONSIBILITIES

The Site- Based Council will be charged with making decisions in conjunction with the Principal on the long term direction of the school’s continued growth. Decisions must be consistent with District policy and negotiated agreements.

ARTICLE V: SITE –BASED COUNCIL MEMBERSHIP

The Site-Based Council shall be compromised of the following:

- 1 Principal (or the Assistant Principal in his/her absence)
- 1 Support staff
- 1 Sixth Grade student representative (Referred to as Seat A).**
- 1 Middle school student representative **(Referred to as Seat B)**
- 1 High school student representatives (Referred to as Seat C)**
- 3 Parents from each level **(sixth, middle and high school)**
- 2 Non-parent community member 1 Non Parent Community Member**
- 1 Business Representative**

ALL **SITE** COUNCIL MEMBERS WILL COMPLY WITH THE KPBSD VOLUNTEER SCREENING PROCESS

ARTICLE VI: SELECTION PROCESS

Sec. 1: The teachers shall be eligible for council membership provided they are assigned to the school for more than 50% of their daily schedule. Teachers shall be selected for council membership for the following years by their peers who are also assigned to the school for more than 50% of their daily schedule. Itinerant teachers will be considered members of their home

based schools. The nomination and election process shall be conducted by eligible teachers assigned to the school by the end of the current school year and those elected shall take office at the first meeting of the following school year. The election shall be consistent with the negotiated agreement.

Sec. 2: The support staff representative shall be eligible for the council membership providing they are assigned to the school for more than 50% of their daily schedule. Support staff shall be selected for council membership for the following year by their peers who are also assigned to the school for more than 50% of their daily schedule. Itinerant employees will be considered members of their home based school. The nomination and election process shall be conducted by eligible support staff assigned to the school by the end of the current school year and those elected shall take office at the first meeting of the following school year. The election shall be consistent with the negotiated agreement.

Sec. 3: The parents shall be selected for the following years by their peers according to a system coordinated by the principal and a designee(s) of Site Based Council and PTSA. Any parent of a child in the school during the period of elected service is eligible for election. The election shall be completed by the end of the current school year and those elected shall take office at the first meeting of the following school year. Nominations must be received at least one week before the March meeting.

Sec. 4: The non-parent community and business member for the succeeding school year shall be elected by the seated members of the council following a nomination process conducted by the principal in coordination with the council by the end of the current school year and those elected shall take office the first meeting of the following school year. The non-parent community member's term of office may be extended beyond the one- year term by a majority vote of the council for a maximum of two consecutive one-year terms.

Sec. 5: The **parent, non-parent and business community members** shall not be employees of the district assigned in any capacity to the school of their representation; it is recommended council members not be a district board of education member.

Sec. 6: The students (**1 sixth grade, 1 middle school and 1 high school**) shall be elected. The candidates shall be elected according to a process defined at the school level. The nominated candidates are elected by the site-based council members.

ARTICLE VII: OFFICERS – DUTIES

Officers shall perform such duties as outlined in the Bylaws and perform such duties as may be assigned and which are not in conflict with District policy or negotiated agreements.

Sec 1: CHAIRPERSON

The Chairperson shall be elected by a majority of the council members. The Chairperson will be responsible for conducting the meeting. The Chairperson will collect all items for the agenda and publish them. The Chairperson may be a member of, or appoint another member instead, of any council subcommittees. The Chairperson shall have voting rights.

Sec. 2: VICE CHAIRPERSON

The Vice Chairperson shall be elected by a majority of the council members. The Vice Chairperson will work in conjunction with the Chairperson and the Principal in performing Chairperson duties as well as other duties as assigned. The Vice Chairperson will assume the duties of the Chairperson if, for any reason, the Chairperson is unavailable.

Sec. 3: SECRETARY

The Secretary will contact committee members prior to each meeting to check for quorum. The Secretary will submit minutes and summaries of meetings to council members and the Superintendent. A copy shall be maintained on file in the school library. The Secretary will type and distribute the agenda as submitted by the chairperson within five to seven days of the next meeting.

Sec. 4: PRINCIPAL

The Principal or his/her designee shall have voting rights equal to other council members, but will retain final approval of any committee decision.

ARTICLE VIII: DUTIES OF THE COUNCIL

Sec. 1: The Council is authorized and shall engage in all discretionary functions permitted by the KPBSD SCHOOL BASED DECISION MAKING MANUAL 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 planning
- c. School staffing plans
- d. Curricular initiatives/Projects/New course
- e. Capital improvement and maintenance needs

- f. Co-curricular activities
- g. School policies
- h. School budget
- i. Scheduling

Sec. 2: The council shall, on an annual basis, set forth student achievement goals with the yearly performance targets based on the District's assessment policy and other indicators identified by the District.

- a. **These goals will be established the first quarter of the school year.**
- b. At the conclusion of each school year, the council shall prepare a report of goals and objectives accomplished for that year. Such reports shall be maintained in council files **and included in the principal's report to KPBSD's Central Office.**
- c. Files shall be maintained at the Nikiski Middle/High School in the office of the Principal. These files will be available to all members of the council, parents and other constituents.

Sec. 3: The KPBSD and Nikiski Middle/High School support the concept of shared decision making as strength in the instructional process. The Principal remains the sole administrator and will operate the school within normal constraints of the District, including working with the school based site council.

ARTICLE IX: COMMITTEES

Committees for expansion of specific programs or needed services for implementation of Purpose of the Council may be named by members of the Council.

ARTICLE X: ATTENDANCE AND VOTING CONSENSUS

Sec. 1 ATTENDANCE

A quorum must be present to call a vote. A quorum is 50% of the council plus one.

Sec 2 ABSENCES

To receive an excused absence, the Chairperson/Vice/Principal must receive notification 24 hours prior to a regularly scheduled meeting. Any deviation will be dealt with per each circumstance. Members that have two unexcused absences at regularly scheduled meetings in a school year will be contacted by the Chairperson/Vice/Principal. Their continued membership will be decided by the council.

Sec 3 VOTING CONSENSUS

In the event that a clear consensus is not evident then the council will revert to a two-thirds majority. Absentee voting is not acceptable.

ARTICLE XI: TERM AND TERM LIMITATIONS

Sec 1: The principal will serve on the council during his/her tenure at the school.

Sec 2: Teacher and support staff seats on the council will be for a two year term. Parent seat A will be for a one year term and Parent seat B and C will each be two year terms. Council members may not hold a seat for more than two consecutive terms.

Sec 3: Student representatives will be elected between April 15 and the end of the school year. Newly elected representatives shall assume office in August of the subsequent school year. Student terms shall be August through May.

Sec 4: Vacancies

- a. Any representative of the council who ceases to meet the qualifications or fails to carry out the duties of office may be removed from office by a majority vote of the Council.
- b. All resignations shall be made in writing to the Chairperson.
- c. A vacancy occurring in the office of the Chairperson shall be filled for the remainder of the unexpired term by the Vice Chairperson, who shall then cease to be Vice Chairperson. A vacancy occurring in any other office shall be filled by appointment of the Council at a special meeting called for that purpose. Election to fill a vacancy shall require a majority of the representatives of the Council present at the meeting of the Council at which such an election takes place, notice having been given. If it can be shown that a majority of the Council cannot be convened during the summer months due to absences from the area, a vote may be taken telephonically, electronically, or by mail, and shall constitute a valid election.
- d. Attendance of Council meetings by Council members is vital to the expeditious transaction of business of the Council. Absence of any member for three **(unexcused?)** consecutive meetings shall be deemed a resignation, and written notice of such resignation shall be given to absent member. Extenuating

circumstances constituting an emergency absence may be considered by the Council in determining whether the absent member has resigned.

ARTICLE XII: QUORUM

A quorum is 50% of the council members plus one. If a quorum is not present, business cannot be conducted and decisions cannot be made.

ARTICLE XIII: MEETINGS

Sec 1: REGULAR MEETINGS

Meetings of the Site-Based Council shall be held August through May of each year on the "second" working Tuesday of each month two of which will be joint council meetings with Nikiski North Star. The meetings will start promptly at 4:00pm. Members are to be notified of any change in regular meeting dates and times at least 24 hours prior to the scheduled meeting.

A public comment time for input/ concerns from the general public will be immediately following the opening activities and will be held to 30 minutes at each regular meeting in the library. Public comment will be limited to three minutes per person. Special presentations must be submitted in writing to the Chairperson prior to the meeting, and upon approval, may be allowed time appropriate for the presentation to be determined by the Chairperson.

Sec 2: SPECIAL MEETINGS

Special meetings may be called by the Principal, the Chairperson, or two council members. The members of the council shall be notified in writing, by phone, or in person at least 24 hours prior to a special meeting time. No business shall be transacted at any such special meeting except that for which the meeting was called

Sec 3: WORK SESSION

Work sessions will be called on an "as needed" basis determined by the Chairperson or two council members.

Sec 4: MEETING CANCELLATIONS

In case of cancellation of a regularly scheduled meeting, members will receive notification as early as possible. The council may revert to Section 2 of this article for rescheduling the meeting.

Sec 5: EMERGENCY PROCEDURES

In the event council business must be conducted on an emergency basis (i.e. over the summer months), a vote may be taken telephonically or by voice mail and shall constitute a valid election or voting process. Teleconference voting must be documented for the minutes.

ARTICLE XIV: AGENDA SETTING PROCESS

Sec 1: SUBMISSION OF AGEND ITEMS

- a. Suggested agenda items must be presented at least two business days prior to a scheduled meeting.
- b. The Chairperson or designee will insure that submitted items are within the scope of the Site-Based Council and will set the agenda.
- c. The secretary shall notify the public of the time, date, location and tentative agenda at least five days prior to a regularly scheduled meeting.

Sec 2: LIMITATIONS

- a. Action shall not be taken on items not included on the official action agenda
- b. Items may be added to the agenda by a two-thirds vote of the Council.
- c. Written and verbal notice will be given to the petitioner if an item is not accepted for the agenda.

ARTICLE XV: AMENDMENTS

Sec 1: PROCEDURES

- a. These bylaws may be amended or changed by the following procedure:
The 1st reading is the initial discussion. (no action is taken)
The 2nd reading is for discussion, revision, and final vote.

- b. Such proposals shall be read at two regular consecutive meetings of the Council. Voting for acceptance or rejection of that same shall be at the second meeting. It shall be the duty of the Secretary of the Council to tabulate and certify the results.

Sec 2:

No amendments or changes shall become effective until approved by the council and the Superintendent of the schools or his designee.

ARTICLE XVI: RATIFICATION

These bylaws become effective upon ratification by the Kenai Peninsula School Board, a copy of which will be on file with the Superintendent.

ARTICLE XVII: ESTABLISHING A PROCESS FOR ANNUAL SELF EVALUATION

Self-evaluation will be ongoing. The Site-Based Council will annually evaluate their goals and targets. The principal will provide a written annual report that will be presented to the site council at the first meeting of the new year. **(See Article VIII: Sec 2.)**

ARTICLE XVIII: LIABILITY

Nothing herein shall constitute members of the council as partners for any purpose. No member, officer, agent, or employee shall be liable for the acts or failure of action on the part of any site-based member, officer, agent, or employee; nor shall any director, member, officer, agent, or employee be liable for his/her acts or failure to act under the bylaws, or otherwise.

Site Council Policies and Procedures updated and approved by the Site Council on _____, 20__.

Nikiski High School Principal

Nikiski Site Council President

**NIKISKI SITE-BASED COUNCIL
AGENDA REQUEST FORM**

PLEASE NOTE: the following is a listing of functions which are expressly **excluded** from school council authority. These functions shall remain within the province of the Superintendent or the District Office personnel delegated responsible by the Superintendent and cannot be decided by the Council:

- *Transportation contracting, scheduling and management
- *Collective negotiations and contract provisions
- *Centralized purchasing, bidding and warehousing
- *Determination of staffing formulas and personal allocations
- *Management of fiscal services including payroll and accounting data processing
- *Determination of the annual school calendar
- *Determination of the beginning and ending times of the school day
- *Management of building maintenance, plant modifications, and facility need determination.
- *District wide alignment of curriculum and assessments
- *Personnel recruitment
- *District program requirements (categorical/SPED programs)
- *Facility and environmental requirements (OSHA-AHERA, etc...)
- *Determination of expenditures for utilities

Date:

I wish to submit the following agenda items for the Site-Based Council meeting:

Ways to Achieve:

Proposed result:

Printed Name _____ Signature _____
Address _____
City/ State/ Zip _____ Phone Number _____

***** Please return to **Mr. Dan Carstens*******