

**KPBSD**

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**Nanwalek School**  
**Site Based Committee**  
**Bylaws**

(Updated August 2015)

**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 in seats A, B, and C may not be a school employee. Parent in Seat D must 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.
4. Seat D – 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. Nominations must be submitted by September 1<sup>st</sup>. Bio sheets may be displayed in the weekly newsletter before the election. Voting will be done by written ballot. The election will occur between September 10<sup>th</sup> and September 20<sup>th</sup> each year with simple majority vote rule. Those elevated shall take office immediately.

The non-parent community member for the succeeding school year shall be elected by the seated members of the committee following a nomination process conducted by the principal, in coordination with the committee,

during the month of November. The non-parent community member shall take office at the beginning of the spring semester.

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.

**Election Procedure for Parents and Community Members:**

- During the August meeting, this plan will be reviewed and members of the site council will take responsibility for setting up the election for parents and community member.
- Parents will vote for parents, all community will vote for community member.
- Candidates will be advertised publically through school newsletters
- Voting will take place at the school with a ballot box and sign-in to ensure the correct membership votes and that there are not duplicate votes.
- Site council will ensure a lack of conflict of interest in regard to who counts the votes.

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

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.

