

Homer High School Site Council

Bylaws

Mission:

To support the mission of Homer High School and the Kenai Peninsula Borough School District through a process of collaborative, site-based decision making as defined in our bylaws.

HHS-Vision: Enriching lives through education

HHS -Mission: HHS is a vibrant learning community developing inspired, capable, and responsible individuals to build a promising future for us all.

The Mariner Way: We are the Mariners - a special blend of thoughtfulness, compassion, grit, and integrity. We understand that we are part of something bigger than ourselves and endeavor to be better every day. We show sportsmanship, help our community, and strive for academic excellence. This is the Mariner Way.

Purpose:

The Homer High School Site Council (Site Council) will be charged with be charged with advising on long-term direction of the school in the following areas: co-curricular activities, staff development, school structure, school outreach, goal setting, and assessment and evaluation. The Site Council also will determine the priorities for the school and review them on an annual basis. Finally, the Site Council will examine school-based policies to ensure that they are consistent with goals and priorities as established through the Site Council.

Representation and Membership:

The Homer High School Site Council will have members in the following service classes:

- 1 Principal
- 2 Community member at-large
- 6 Parents
- 4 Teachers
- 2 Students
- 2 Classified employees

“School-Based Decision Making Process,” a manual published by the Kenai Peninsula Borough School District and updated in May, 2000, defines the system by which representation on the Site Council is determined on pages 2 and 3. (Additional references to this manual will refer to it as “School-Based Decision Making Process.” BP 0420

Selection Procedure:

Members will be selected by the procedures laid out in “School-Based Decision Making Process.” The elected student body president and elected student body vice president will serve as the student members to the site council.

In order to get the best representation, the HHS Site Council elections for parents will be held by electronic ballot. Elections will be open for two weeks after the start of the school year. Ballots will be distributed to all parents or guardians who have a valid e-mail

address listed with HHS. Parents without a valid e-mail address can come to the office and vote via absentee ballot. Notification of the election will be communicated through at least 3 mediums including, but not limited to our website, e-mail, school newsletter or Facebook page.

Term of Service:

All members will serve a two-year term. The length of terms will be staggered among members of the same service class. Students will serve a minimum of a one-year term and are voting members.

If a vacancy exists, a replacement will be appointed by the appropriate representative group. The newly appointed person will finish the balance of the un-expired term. If someone resigns the current elected members have the ability to appoint to fill a vacancy. Example: student council will replace student representatives.

All voting members will serve a two-year term.

Quorum:

For Site Council a quorum will be a majority of the membership. No binding business will be conducted without a quorum.

Procedure:

Prior to each meeting an agenda will be prepared by the chairperson in consultation with the membership. The agenda will be delivered to all members of the Site Council three days in advance of the meeting. Site Council will determine the exact order of the agenda items, including any additions or deletions, as the first order of business at each meeting. A place will be reserved on every agenda to allow any member of the Homer High School community to address the Site Council.

Officers:

Officers of the Site Council will be a chairperson, a vice-chairperson, and a secretary. Additional offices may be created if Site Council reaches a consensus on the need for them.

Any member may serve in any Site Council office with the provision that the principal may not serve as chairperson.

Each officer will serve a term (one year) that ends at the next regular meeting of the Site Council following the annual election of members. At that regular meeting, officer candidates will be nominated and new officers will be elected by voice vote of the Site Council. A majority of the votes cast will be required for election as an officer. No one may be elected to more than two consecutive terms in the same position.

Replacements for officers who no longer are members of the Site Council or who resign their offices will be determined by an election at the next regular meeting of Site Council.

The chairperson will preside at Site Council meetings. In the absence of the chairperson, the vice-chairperson will preside. The secretary will keep minutes of every meeting and will maintain all records of the Site Council.

Meetings:

Meetings of the Homer High School Site Council will be held at least quarterly during the regular school year at a day, place, and time to be determined by the Site Council. Meetings during summer months will be held as needed, and they will be called by the Site Council chairperson. Notice of summer meetings will be mailed to all committee members at least one week prior to the called meeting.

The regular schedule of meetings will be held in compliance with the open meetings act. Emergency meetings may be called but will require posting of a notice at least 24 hours prior to the meeting. All Site Council members will be contacted prior to an emergency meeting.

Committees:

Sub-committees will be appointed by the chairperson from time-to-time as needed to accomplish specific tasks. These committees need not be composed exclusively of Site Council members and may include other members of the Homer High School community.

Decision Making:

Site Council members are expected to represent the ideas, concerns, and problems of the students, parents, teachers, community, and administration of Homer High School. Each member should express their views on all topics under discussion to enable the Site Council to reach consensus. Consensus refers to group solidarity in sentiment and belief, or general agreement, and is the goal of discussion within the Site Council. When consensus cannot be reached, and action must be taken, the decision is left in the hands of the principal.

Site Council, being an advisory board for decisions made by the principal, will not consider the vote of the principal in any voting decision. (Amended 10-1-13)

Record Keeping:

The Site Council secretary will keep minutes. A copy of the minutes of the preceding meeting will be provided to members for correction at each meeting. Copies of the approved minutes will be given to the Student Council president and the Site Council president and will be placed on a main bulletin board. The minutes also will be distributed to staff members by e-mail and will be summarized in the school newsletter.

Amendments:

Any proposed amendments to these bylaws must be presented to the Site Council in writing at a regularly scheduled meeting. No action may be taken on such an amendment unless at least two-thirds of the Site Council members are present. Adoption of an amendment requires consensus at two regularly scheduled meetings.

Compliance:

Homer High School Site Council will recognize and observe all laws, regulations, district policies, collective bargaining agreements, and other applicable agreements in its operations. The Site Council will comply with all sections of “School-Based Decision Making Process.”