

Homer Middle School 2020-21 Bylaws

Acknowledgments:

The school is grateful to the following individuals who play an important role in improving Homer Middle School. Similar to the District's plan, ours has developed in phases, beginning with a dream to improve education. In the next step, stakeholders generated many ideas for putting theory into practice. Over the course of several years, progress has been steady and the plan has evolved. This document is a testament to the dedication and success of the parents, staff and community of Homer Middle School. We appreciate your efforts and foresight.

Parent Members:

Ken Goldman
Deb Cox
Brandy McGee

Term Expires:

Spring 2021, 2-year term
Spring 2021, 2-year term
Spring 2022, 1-year term

Support Staff member

Janette Latimer

Spring 2021, 2-year term

Teacher members:

Katie Newsted
Doug O'Brien

Spring 2022, 2-year term
Spring 2021, 2-year term

Principal member:

Kari Lee Dendurent

Non-Parent Community member:

Kathy Hill

Spring 2020, 1 year term

Student Representatives:

Talia Weisser

Spring 2020, 1 year term

Mission Statement

Homer Middle School honors students' diversity by recognizing each individual's academic and creative potential. HMS promotes high standards through positive work ethic and encourages students to learn, succeed and believe in themselves.

Contents

Section I. Statement of Purpose
Section II. Site Council Accountability
Section III. Goal Setting Process
Section IV. Site Council Composition
Section V. Selection Process
Section VI. Meeting Procedures

- Section VII. Decision Making Process
- Section VIII. General Operational Rules
- Section IX. Evaluation Process
- Section X. Appendix
 - A. Protocol for Addressing the Council
 - B. Consensus
 - C. Information for Parent Members
 - D. Parent/Community Input Form
 - E. Site Council Overview

Section I

Statement of Purpose

The Homer Middle School Site Council is a joint planning, problem solving and decision making body comprised of parent representatives, certified staff, classified staff, students, administration and community. Its' purpose is to ensure that plans and decisions that affect our school are aligned with our school's stated vision, district performance expectations and student achievement goals. Members will represent their respective constituency. Members are encouraged to take input from their constituency. Decisions will follow the Site Council Bylaws and parameters set in the guidelines by the school district.

Section II

Accountability

On an annual basis, our Site Council will set forth student achievement goals with yearly performance targets based upon the district's policy and other quality indicators as identified by the Board of Education. The Site Council will annually evaluate these goals and targets.

If our school does not reach our goals, we will prepare and submit to the Superintendent of Schools a plan designed to achieve the established goals. For consistency purposes, the format for designing the plans and the annual evaluation will be developed by the district.

Section III

Goal Setting Process

The Site Council will decide on one or two goals for the upcoming year. Recommendations for yearly goals will come from representatives of the member groups (parents, staff, students). The Homer Middle School Site Council may commission sub committees to formulate goal statements and statements of charge. Once goals are approved by the Site Council each goal committee will implement the plans and report its progress to Site Council. The subcommittees will be accountable to Site Council and be evaluated upon completion of their task.

Section IV

Site Council Composition:

1 Principal	
2 Certified Staff	(2) two-year terms (staggered)
1 Support Staff	(1) two-year term
3 Parents	(3) two-year terms (staggered)
1 Non Parent Community Member	(1) one-year term
2 Student Council Representatives	(Optional) one-year terms

Section V

Selection Process

The principal shall have the responsibility to guide the Site Council in developing an organizational structure for conducting the Council's business.

Certified staff and support staff shall be selected for Council membership for the following year by their peers. The nomination and election process shall be conducted by the eligible certified staff and support staff assigned to the school by the first week in September of the next school term. The representative(s) elected shall take office at the beginning of the next school term. The election shall be consistent with KPBSD negotiated agreements.

Any parent of a child who is enrolled full time in the school during the period of elected service is eligible for election. Nominations must be submitted between April 10 and the last week of August for the following school term. Biography sheets may be displayed in the Homer Middle School newsletter before the election. Voting will be completed by written ballot. The election will occur by the first week of September of the new school term with simple majority vote rule. Those elected shall take office at the beginning of the next school term.

The non-parent community 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 committee, by the first week of September. The non-parent community member shall take office at the beginning of the next school term.

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

The student council may add up to two student representatives to the Site Council, if they wish, using a process defined by the Site Council.

Elected Site Council members may stand for re-election. Parent members standing for re-election must have a child under guardianship enrolled full time in the school during the period of their service. All 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 was only one candidate on an election ballot, during the election and that seat becomes vacant, the principal will provide nominations to the sitting members of the Site council and the Site Council will appoint a member from these nominees to fill the unexpired term that is vacant.

Section VI

Schedule and Meeting Notification

The Site Council will meet monthly or at least four times a year on a regular schedule that will be established by the Council. The date, time and agenda will be announced in the Homer Middle School newsletter and posted for public access on the Homer Middle School website at least one week prior to the meeting.

Approval of Agenda Items

The agenda will be published on the Homer Middle School website prior to the next scheduled meeting. Members may submit, through the principal additional items prior to the next meeting. Items requiring action should be approved for the agenda two weeks before the next meeting. Items for the agenda should come in the form of a recommendation from one of the constituency groups or should be a continuation of the school goal process.

Meeting Details

Meetings should be kept to a maximum of two hours in length unless there are special circumstances. Minutes of the meeting will be sent to the superintendent and available at the school office. Consent agenda items will be at the beginning of the meeting with discussion items following. Additional meetings may be called when needed. Any member wishing to schedule a meeting must request one via the principal.

Subcommittees

The Site Council may form working subcommittees for the purpose of accomplishing school goals. The Council also has the responsibility to monitor the subcommittees' progress and evaluate the subcommittees' performance.

Section VIII

Decision Making Process

Members will represent their respective constituents and are encouraged to confer with constituents between meetings. Constituents will be informed of the procedure for giving input to their representative and receiving feedback on Council business. (see Appendix A). It will be the responsibility of each member of the school community to use the established communication system to keep him/herself an informed and participating member.

Decisions will be reached by consensus. Time will be allowed at each meeting for public comment on prioritized topics on the agenda. Amendments to Bylaws can be made by consensus of the Site Council and submitted to the school board, when it is necessary.

Members are expected to act in good faith in resolving issues using the consensus building model.

The principal or other Site Council member gives notification of an upcoming event, issue, concern, etc. The issues, ideas, concerns are discussed with appropriate meetings of subgroups (staff meeting, parent group meeting, Student Council). Recommendations or lists of ideas are given to Site Council representatives. Representatives arrive at a Site Council meeting to share information. Action may be taken by the Site Council using the consensus method. Once consensus is reached, Site Council representatives are responsible for supporting and explaining the decision.

Section IX General Operational Rules

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 Site Council and seeking their input when appropriate. Whenever an administrative decision is required, efforts should be made to gather input from the Site Council. Council decisions will be made using a consensus process. The Council shall conduct its business in compliance with documents, statements and resources listed in the KPBSD Site Council process manual.

Hiring

When certified or support positions become vacant, the superintendent will cause those positions to be advertised. Applications will be accepted consistent with district hiring procedures. A list of qualified and acceptable candidates will be referred to the principal. The principal will select from that list and may consult with the Site Council. A hiring committee may be formed using staff members and parents. The principal will make the final selection and will inform the personnel department of the selection. The personnel department will verify compliance with district hiring procedures and will complete the hiring process. The principal may request additional candidates or reopen a position if needed.

Section X

Evaluation Process

The Site Council will review and evaluate itself in terms of its stated purpose, and completion of yearly goals using the evaluation designed by the district. Evaluations will be published in the May minutes.

Section X Appendix

- A. Protocol for Addressing the Council
- B. Information for Parent Members
- C. Parent/Community Input Form
- D. Site Council Overview

A. Protocol for Addressing the Site Council

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

Except for spokespersons of delegations, persons addressing the Council will be allowed 3 minutes each.

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 Council, please discuss grievances with the teacher involved 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 Council meets no later than 4:00 p.m. in the school media center on days mutually arranged at the previous meeting.

B. Information for Parent Members

Choices for Input

An individual may turn in their written ideas or concerns to a Site Council parent, the principal or a community member. The Site Council member will attach the document to a form and clarify points made by the individual. The Site Council member will read the document at the next scheduled meeting during the 20- minute public comment period.

Parent/Community Site Council Connection Form found in **C. Input Form**.

C. Input Form

Name of person making statement

Ideas and/or Concern:

Recorded by: Date:

D. Overview

Homer Middle School Overview

I) Site Council

A. Sets School Goals

B. Evaluates Progress

C. Long Range Planning, problem solving, and decision making

II) Parent Organization

A. Gathers input from parents

- B. Communicates information to parents and Site Council
- C. Conducts programs that support the school

III) Student Council

- A. Gathers input from students
- B. Communicates information to students and Site Council
- C. Conducts programs that support the school

IV) Staff Development Committee

- A. Gathers input from staff
- B. Communicates information to students and Site Council
- C. Conducts programs that support the school
- D. Use input to develop staff goals
- E. Use staff goals to plan inservice
- F. Use meetings, work days and inservice to meet staff/school goals

Homer Middle School Site Council

Agenda October 26, 2020

4:00 – 5:00 PM

Zoom

- I. Approval of Agenda
- II. Review and Approval of Minutes March 23, 2020
- III. Old Business
 - a. Site Council Review 2019-2020
 - b. Parent/Teacher Conferences Data
- IV. New Business
 - a. New Site Council Members
 - b. Site Council By-Laws
 - c. Site Council Elections
 - d. Fall 2020 Parent Teacher Conferences Format
 - e. Student Government Presentation- Dress Code
- V. 710/100 Account Balance Review
- VI. Open Forum
- VII. Next Meeting: TBD HMS Library
- VIII. Adjourn

Homer Middle School Site Council

Agenda October 26, 2020

4:00 – 5:00 PM

Zoom

In attendance: Kari Dendurent, Ken Goldman, Deb Cox, Brandy McGee, Janette Latimer, Katie Newsted, Doug O'Brien, Kathy Hill, Talia Weiser, Fiona Linegar.

- I. Approval of Agenda ----(Ken motioned, Kathy 2nd)
- II. Review and Approval of Minutes March 23, 2020----(Brand motioned, Ken 2nd)
- III. Old Business
 - a. Site Council Review 2019-2020----December and spring meetings cancelled; goals that were not met may be added to this years' goals
 - b. Parent/Teacher Conferences Data----more parents participated and the advisory model was liked
- IV. New Business
 - a. New Site Council Members
 - i. Kathy Hill, Community Rep- Former School Counselor at HMS
 - ii. Katie Newsted, Teacher Rep- Resource Teacher
 - iii. Ken Goldman, Parent Rep, Daughter at HMS 2nd year on Site Council
 - iv. Brandy McGee, Parent Rep Former HMS Student, Son at HMS, Former APC at Fireweed
 - v. Janette, Classified Rep, HMS School Nurse 2nd Year on Site Council
 - vi. Doug O'Brien, Teacher Rep, Resource Teacher 2nd year on Site Council
 - vii. Deb Cox, Parent Rep, Son at HMS with Daughter attending next year, long time educator and community member
 - viii. Talia Weisser, HMS Student Body President
 - b. Site Council By-Laws----approved unanimously, Deb motioned, Kathy 2nd
 - c. Site Council Elections
 - i. Brandy McGee President
 - ii. Janette Latimer, Secretary
 - d. Fall 2020 Parent Teacher Conferences Format
 - i. Letters were sent home last week with designated times for parents to call (not Zoom) a teacher and discuss verification of the ability to access P/S and canvas, check on how Remote school is going, and answering questions. The

teacher will be acting as an ambassador of the school per Kari. A video link with clarification of this will be sent out to parents on Tuesday, Oct 27 by email, Facebook post and School Messenger. Parents can also set up later appts with individual teachers. Kathy, Deb and Ken asked for clarification. Doug mentioned resources to help school and grades go better

- e. Student Government Presentation- Dress Code-----slide presentation by Talia and Fiona to alter:
 - i. length of skirts and skin showing in ripped pants to be changed to just below fingertips from previous 3" above knee.
 - ii. Crop Tops and Belly Buttons
 - i. Crop tops to be allowed with bottom edge of shirt at belly button.
 - ii. Different for every person
 - iii. Most jeans are high rise
 - iii. Tank Tops- 2 fingers wide
 - i. Shoulders can be seen
 - ii. Bra straps can be visible
 - iii. No underwear can be shown
 - iv. Leggings- All students
 - i. Currently wear for sports
 - ii. Not fun- change wardrobe
 - iii. Male students stated they would not wear leggings based on survey
 - v. Discussion
 - i. Ken- programmatic- Life Skills, treatment of others
 - ii. Kathy- Crop top skin exposure? Relaxing of shoulders
 - iii. Janette- How does this work with hip huggers?
 - a. Arms out at belly button
 - iv. Tank Top 2 fingers wide
 - a. Boys? Measurement
 - b. Width of hole
 - c. 3 X 5 index card
 - d. 4 fingers below the arm pit
 - e. Same for boys and girls
 - v. Fiona has looked at HHS and KPBSD MS Dress Codes- Some middle schools are very strict

- vi. Deb- 6th grade girls have shared they are concerned about not being able to wear leggings at the middle school
- vii. What about wearing leggings with a crop top?
- viii. Fiona- even if we do not want to see it, it does not mean others cannot wear it
- ix. Deb- recommend a community conversation
- x. Should be the same across gender

vi. A move to make this an action item for the next meeting was approved.

V. 710/100 Account Balance Review---- Available upon request

VI. Open Forum----

- a. Kathy- What are HMS Site Council Specific Goals and Next Steps (Will be on the agenda for the next Site Council Meeting in November).
- b. Ken- What can Site Council do if we are in-person vs 100% Remote
- c. Kari-will contact Brandy and Janette; next meeting will be to share ideas on goals.
- d. Doug—Need for perspective on how Covid is affecting us and to address how it's affecting school and education.
- e. Kari—What do students want to see (directed at Talia and Fiona) that schools can provide in Covid-time

- i. Student forum for HMS and impact on Graduation
- ii. Ways to make remote better
- iii. Talia- a packet/with blurbs with a more in depth explanation/detail because emails are not always timely
- iv. What is next year going to look like?
- v. --Fiona—feels learning in block classes increases procrastination.
- vi. --Talia—feels that block schedules help get them ready for HS Block Schedule creates procrastination, but helps prep for high school
- vii. Daily reminders- easier to remember
- viii. Husky Time- 7th Grade odd days, 8th grade even days
 - i. Trivia could be weekly drawing
 - ii. Send info in newsletter and to student emails

VII. Next Meeting: November 23, 2020 4pm HMS Library or ZOOM

VIII. Adjourn 5:16pm

Homer Middle School Site Council

Agenda November 23, 2020

4:00 – 5:00 PM

Zoom

- I. Approval of Agenda
- II. Review and Approval of Minutes October 26, 2020
- III. Old Business- None
- IV. New Business
 - a. 2020-21 Site Council Goal Setting
 - b. Temporary 100% Remote Schedule
 - c. HMS Handbook Language Revision- Dress Code
 - d. Parent Outreach and Support
- V. 710/100 Account Balance Review
- VI. Open Forum
- VII. Next Meeting: January 25, 2021 HMS Library 4pm
- VIII. Adjourn

Homer Middle School Site Council

Minutes November 23, 2020

4:00 – 5:00 PM

Zoom

- I. Approval of Agenda Ken, Deb 4:01 PM
- II. Review and Approval of Minutes October 26, 2020 Brandy, Janette
- III. Old Business- None
- IV. New Business
 - a. 2020-21 Site Council Goal Setting
 - i. Kathy-cannot dovetail with school goal
 - ii. Kari- student engagement
 - 1. Collecting student Zoom data-Teacher
 - 2. Brandy supportive to making the effort
 - 3. HMS Informal Meeting- common theme
 - 4. **SMART Goal Increase student engagement by ?% by the end of the 3rd quarter while Remote Learning. Brandy, Ken 2nd**
 - 5. Kathy would like to focus on Remote Learning
 - 6. Kari mentioned F Letters during 2nd quarter Progress Reports
 - 7. Kathy recommended sticking to one goal
 - b. Temporary 100% Remote Schedule
 - c. HMS Handbook Language Revision- Dress Code Brandy, Talia- Unanimous
 - d. Parent Outreach and Support
- V. 710/100 Account Balance Review
- VI. Open Forum
 - a. Ken- Student grading fluctuation concerns
 - i. Talia, Fiona and Katie shared thoughts on causes
 - ii. Easier to stay organized on a computer
 - iii. Difficult taking photos and sending them in for notebook checks
- VII. Next Meeting: January 25, 2021 HMS Library 4pm
 - a. Ken may not be able to attend
- VIII. Adjourn 5:43

Homer Middle School Site Council

Agenda February 15, 2021

4:00 – 5:00 PM

Zoom

- I. Approval of Agenda
- II. Review and Approval of Minutes November 23, 2020
- III. Old Business
 - a. 2020-21 Site Council Goal Setting
- IV. New Business
 - a. Parent/Teacher Conferences
 - b. Remote, A/B Schedule and In Person
 - c. Next Year's Schedule
- V. 710/100 Account Balance Review
- VI. Open Forum
- VII. Next Meeting: April 19, 2021 HMS Library 4pm
- VIII. Adjourn

Homer Middle School Site Council

Agenda February 15, 2021

4:00 – 5:00 PM

Zoom

- I. Approval of Agenda 4:05-- Ken motioned approval/Doug seconded
- II. Review and Approval of Minutes November 23, 2020
 - Brandy motioned approval/Ken seconded
- III. Old Business
 - a. 2020-21 Site Council Goal Setting
 - i. Ken motioned to remove previous smart goal/Kathy seconded
 - ii. Brandi makes a motion for a Survey Monkey to provide input to HMS Admin and Site Council regarding the outcomes of remote learning.
 - iii. Ken approved/Janette seconded
 - iv. Kari recommended it go out in April
- IV. New Business
 - a. Parent/Teacher Conferences
 - i. Kari shared the new process
 - b. Remote, A/B Schedule and In Person
 - i. Kari gave overview of how it is set up
 - c. Next Year's Schedule
 - i. Kari gave overview—music and electives to return
- V. 710/100 Account Balance Review
 - a. Kari shared her screen and went over the Account with the council
 - b. no yearbook this year, an electronic one is being attempted
- VI. Open Forum
 - a. Thank you to Site Council and Parent (Melissa) for bringing food for the teachers last week.
 - b. Roses were given to the girls and all the students had their name on a heart on the wall for Valentine's Day.
 - c. Discussion ensued on how the students are doing being present in school.
- VII. Next Meeting: April 19, 2021 HMS Library 4pm
- VIII. Adjourn—4:44pm

Homer Middle School Site Council

Agenda April 19, 2021

4:00 – 5:00 PM

Zoom

- I. Approval of Agenda
- II. Review and Approval of Minutes February 15, 2021
- III. Old Business
 - a. HMS Site Council Remote Learning Survey
SMART Goal Increase student engagement by ?% by the end of the 3rd quarter while Remote Learning.
- IV. New Business
 - a. New Principal
 - b. 2021-22 Schedule
 - c. Teacher Appreciation Week
 - d. Expiring Terms: Deb Curtis(Parent), Ken Goldman (Parent), Janette Latimer (Classified), Doug O'Brien (Certified) , Kathy Hill (Community)
- V. 710/100 Account Balance Review
- VI. Open Forum
- VII. Next Meeting: August 2021,
- VIII. Adjourn

Homer Middle School Site Council

Agenda April 19, 2021

4:00 – 5:00 PM

Zoom

In attendance: Kari Dendurent, Deb Cox, Brandy McGee, Janette Latimer, Katie Newsted, Doug O'Brien, Kathy Hill. Ken Goldman absent.

- I. Approval of Agenda--approved-Doug/ seconded-Katie
- II. Review and Approval of Minutes February 15, 2021--approved-Brandi/seconded-Katie
- III. Old Business
 - a. HMS Site Council Remote Learning Survey
[SMART Goal Increase student engagement by ?% by the end of the 3rd quarter while Remote Learning.]
 - i. Kari explained the survey process
 - ii. Brandi read each question and edits were made.
 - iii. Goal is to finalize it and send it out April 26th
 - iv. Brandi motioned/Janette seconded/Brandi approved
- IV. New Business
 - a. New Principal
 - i. Megan Redmond from New Stuyahok
 - ii. Kari described transition plans
 - b. 2021-22 Schedule
 - i. Kari and Lisa are working on the schedule
 - c. Teacher Appreciation Week
 - i. Is May 3-7 -- email was sent out last week
 - d. Expiring Terms: Deb Curtis(Parent), Ken Goldman (Parent), Janette Latimer (Classified), Doug O'Brien (Certified) , Kathy Hill (Community)
 - i. Deb Curtis is willing to do a second term
 - ii. Suggestion made to send an email to parents, place an announcement in the newsletter, and talk about the site council needing new members during orientation.
- V. 710/100 Account Balance Review
 - a. Kari reviewed it for us

VI. Open Forum

- a. Kari brought up what to do with the survey results → Brandi will work with Kari and then with Megan
- b. Kari gave a brief report on how well HMS coped with the covid positive/contact tracing yesterday.

VII. Next Meeting: August 2021,

VIII. Adjourned at 4:46pm-Brandi motioned/Janette seconded