

Homer Middle School 2022-23 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:

Annie Robinson
Deb Curtis
Joy Overson

Term Expires:

Spring 2023, 2-year term
Spring 2023, 2-year term
Spring 2024, 2-year term

Support Staff member

Leanna Raymond

Spring 2023, 2-year term

Teacher members:

Jennifer Booz
Bonnie Jason

Spring 2024, 2-year term
Spring 2023, 2-year term

Principal member:

Meghan Redmond

Non-Parent Community member:

Tanya Shafer

Spring 2023, 1 year term

Student Representatives:

TBD

Spring 2023, 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.

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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