

KALIFORNSKY BEACH ELEMENTARY SCHOOL



# SITE COUNCIL

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## BYLAWS

1049 POPPY LANE  
SOLDOTNA, AK 99669

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## KALIFORNSKY BEACH ELEMENTARY SCHOOL VISION/MISSION

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Vision:

**Inspiring a passion for learning through innovation, creation, and collaboration**

Mission:

**It is the mission of Kalifornsky Beach Elementary School with the involvement of our families and community members to support learners as they develop positive character skills, achieve academic success, and thrive in a dynamic world.**

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### SITE COUNCIL PURPOSE AND COMPOSITION

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The school site council is an advisory board that plans and problem solves processes for improving student learning at the local school level.

Composition: The site council shall be composed of eight members:

- Principal
  - Two certified staff members representing both primary and intermediate grades
  - One classified staff member
  - Three parents
  - One non-parent community member
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### COUNCIL MEMBER QUALIFICATIONS:

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- Parent and non-parent community members may not be employees of the district assigned in any capacity to Kalifornsky Beach Elementary School. Site Council members may not be a school district Board of Education member.
- Certified and classified staff Site Council members must be assigned to Kalifornsky Beach Elementary School for at least 50% of their schedule.
- Any parent/guardian of a child enrolled at Kalifornsky Beach Elementary School during the period of elected service is eligible for election.
- Any person who does not have a child enrolled at Kalifornsky Beach Elementary School, and who resides in, or as a business in the attendance

area of Kalifornsky Beach Elementary School, is eligible for election as a non-parent community member.

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**ELECTIONS:**

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- Members will be nominated and elected between April 15<sup>th</sup> and the end of the school year to serve during the following school term.
- Should elections with ballots be necessary, the Site Council will amend the by-laws to outline election procedures.
- Site Council will be open to non-voting members

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**TERMS:**

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- If the number of parents interested in joining the site council is equal to or less than the number of open seats, no election will be held and those interested parents shall be appointed to the Kalifornsky Beach Elementary Site Council. The office shall commence on the first site council meeting of the new school year and shall conclude on the last day of the school year.

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**REMOVAL AND REPLACEMENT OF MEMBERS:**

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- Any member who no longer meets the requirements of Site Council membership will be removed by the remaining members of the Site Council.
- The Site 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 just cause.
- The term of any member of the Site Council will terminate automatically in the event of three unexcused absences in succession, or in the event of six absences for any reason, excused or not, from the regular meetings of the Site Council during one year. Excused absences are those duly announced and granted by the Chair, subject to the approval of the membership.
- Any member who is unable to fulfill their term will provide the Site Council with a 30-day notice, the Site Council will appoint a replacement who will carry out the term of the departing member.

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**COMMUNITY INPUT AND PARTICIPATION:**

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- The community, parents, and students will be encouraged to participate in the various programs, activities and needs of the school and the Site Council.

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**SELF-EVALUATION:**

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- A self-evaluation by the Site Council will be conducted at the conclusion of each school year. Assessment of yearly goals and objectives should be conducted at this time.

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**GENERAL OPERATION:**

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- The principal remains the sole administrator of the school and will operate the school within the normal constraints of the District. Input from the site council may be considered on decisions affecting school improvement plans such as:
  - Board, District and School goals
  - School Policies
  - Parent/Student handbooks
  - School staffing patterns
  - School budget
  - Curricular initiatives/projects/courses
  - Scheduling
  - Preferred qualifications/characteristics for staff hires
  - Co-curricular activities and pupil activity funds
  - Negotiating charter school and shared facility agreements
  - Facility improvements/modifications
  - Local needs based on student data
- The Site Council shall on an annual basis, set forth student achievement goals with yearly performance targets based on the district's assessment policy and other indicators identified by the District. The Site Council will annually evaluate its performance in reaching the targets.
- At the conclusion of each school year the Site Council shall prepare a report of the goals and objectives accomplished for that year. Such reports shall be maintained in the Site Council files.
- Files shall be maintained at the Kalifornsky Beach Elementary School in the office of the principal. All members of the Site Council, parents, and other constituents shall have access to the files.
- The School District supports the concept of shared decision making as a strength to the instructional process, including working with the Site Council.

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**OFFICERS:**

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The Site Council shall annually elect, by a majority vote, a Chairperson, Assistant Chairperson, and a Recorder at the first regular meeting of the school year.

The duties of the President or Chairperson are as follows:

- Preside at all meetings of the Site Council;

- Issue notice of all Team meetings;
- Be responsible for the conduct of the Team in compliance to the policies, principles, rules and regulations of the Site Council, Kenai Peninsula Borough School District, and State and Federal statutes.

The duties of the assistant chairperson are as follows:

- In the absence of the chairperson they shall perform the duties of that office;
- Perform such other duties as may, from time to time, be assigned by the chairperson.

The duties of the recorder are as follows:

- Keep accurate minutes of the Site Council meetings and send approved copies of minutes to the Superintendent of the Kenai Peninsula Borough School District;
- Have charge of all books, records, and papers

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**MEETING FREQUENCY, DATE AND TIME:**

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- The Site Council shall convene a minimum of four times during each school year. A tentative meeting schedule for FY22 will consist of October 14<sup>th</sup>, December 9<sup>th</sup>, February 10<sup>th</sup>, and April 14<sup>th</sup>.
- Meeting times and dates will be decided on prior to the conclusion of the previous meeting in consideration of the varying work schedules of the Site Council members.
- Special meetings may be called by the chairperson, the principal, or any three members upon 72-hour notice to the other members.
- The proceeding shall be governed by decisions, unless otherwise specified, shall be made by a two-thirds vote of the membership.
- All meetings shall be in compliance with the state of Alaska open meetings statutes. During the duration of the COVID-19 pandemic, site council may meet via Zoom.
- A quorum shall consist of two-thirds of the members of the Site Council Team.

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**AGENDA:**

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Submission of Agenda Items:

- Suggested agenda items needing action must be submitted to the council at least seven days prior to the scheduled meeting.
- The chairperson or designee will insure that submitted items are within the scope of the Site Council and will set the agenda.
- The recorder shall notify the public of the time, date, location and tentative agenda at least five days prior to a regularly scheduled meeting.

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**LIMITATION:**

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- Discussion, consensus, recommendations and/or advisement shall not be taken on items not included on the agenda.
- Items may be added to the agenda by a two-thirds vote.

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**CONFIDENTIALITY:**

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- The Site Council must maintain confidentiality according to the Family Education Privacy Act and the Alaska State Code of Professional Ethics.

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**ESTABLISHING A PROCESS FOR IMPLEMENTING ADDITIONAL COMMITTEES:**

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The Site Council may appoint committees to assist them in carrying out their responsibilities. Committees are to be advisory to the Site Council on such matters as:

- The interviewing process
- In-Service plans
- School staffing plans
- Curricular Initiates/Projects/New Courses
- Capital Improvements
- Co-curricular activities
- School Policies
- School budget
- Student Scheduling

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**REVISION OF BYLAWS:**

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The Site Council shall have the authority to make, amend, alter or repeal the bylaws of this organization by a two-thirds vote of all the members of the Site Council at any regular or special meeting held by the Site Council, provided that notice of the intention to make, amend, alter, or repeal the bylaws shall have been given thirty days prior to such meeting. The required notice of proposed changes to

the bylaws shall be made in writing, and a copy furnished to the Site Council recorder upon the motion for change attaining the required second. All Site Council members shall be furnished copies of all proposed changes to the bylaws at least 21 days prior to the date they will be on the agenda and subject for a vote.

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**LIABILITY:**

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Nothing herein shall constitute members of the Site Council as partners for any purpose. No member, officer, agent, or employee shall be liable for the acts or failure to act on the part of any Site Council 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.

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**NON DISCRIMINATION POLICY:**

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It shall be a policy of the Council that membership on the Council may be extended to anyone, subject to District approved qualifications, without regard to race, handicaps, age, gender, marital status, economic status, religious or political affiliation.

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**APPEALS:**

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If the appeal of a sited based decision is based on a difference of opinion on an issue, the complainant(s) shall place their objection in writing and submit it to the chairperson, who shall place it on the agenda at the next meeting of the school council providing the complaint, was given in a timely fashion. The complaint must include: The exact nature of the complaint and the relief sought.

After the Site Council has considered the issue as defined in the appeal, the determination of the Site Council shall stand and that decision shall not be subject to further appeal. Appeals based upon alleged violations of bylaws, board policy of education, acts of discrimination, or violation of rights will be processed in the same manner. Appeals of this nature which are not resolved to the complainant's satisfaction may be appealed to the Superintendent of Schools. Appeals beyond this level may be lodged with the Board of Education.

Date Approved: 10/14/2021

James E. Van Slyke  
Chairperson

Elizabeth Kramme  
Assistant Chairperson

Jena L. Kruse  
Recorder

Jena L. Kruse  
Parent Member