

Kenai Peninsula Borough School District  
315 Swires Road  
Kenai, Alaska 99611  
Mountain View Elementary Site Council Bylaws

**I. Name, Location:**

The name of the organization is the Mountain View Site Council located at Mountain View Elementary in Kenai, Alaska. Throughout this document the Mountain View Site Council will be referred to as “council”.

**II. School Mission Statement:**

It is the mission of Mountain View Elementary, through a partnership of staff, parents/guardians, and the community to instill in students a love of learning, foster academic excellence, and create a safe environment in which students feel empowered to become lifelong learners and positive contributors to society. Together we will formulate assessments that will drive instruction that is meaningful and applicable and that meets students’ unique needs. We will ensure that students succeed by monitoring their progress, improvement, and overall accomplishments. Students will demonstrate that they are succeeding by actively participating in their own education.

We are dedicated to providing our students a quality education.

**III. Council Composition:**

Site Council shall include representation of the following:

Principal  
 Assistant Principal  
 Teachers (2) Nominated and elected by certified staff (required to have at least 50% of their daily schedule at Mountain View Elementary) Prior year members will remain until elections are held in September and new members are seated at September meeting. If no teachers express an interest in joining site council and current teacher members wish to remain seated no election will be held.

Support Staff (1) Nominated and elected by classified staff (required to have 50% of their daily schedule at Mountain View Elementary) Prior year members will remain until elections are held in September and new members are seated at September meeting If no support staff express an interest in joining site council and current support staff members wish to remain seated no election will be held.

Parents (3) Call for nominations announced in April newsletter, homepage, and Facebook, nominations turned into office or site council members. Election ballots will be sent out in May newsletter and collected in a box at the office. New members will be seated in August. If no new parents express an interest in joining site council and current members wish to remain seated no elections will be held. If the number of parents interested in joining site council is equal to or less than the number of open seats, no election will be held and those parents will be appointed to the site council.

- Non-parent community member (1)
- Students – Elementary School (optional)
- Student Council

#### **IV. Terms of Service:**

A term is considered a school year.

Council members may continue to serve consecutive terms.

#### **V. Leadership:**

- a. Chairperson and Vice Chair will be selected by the Council
- b. Recorder will be selected by the Council. Recorder will submit approved minutes to the Superintendent.

Agenda Setting:

- a. Council members may add any item to the agenda during the “Agenda Approval” portion of the meeting.
- b. Site council agenda items will be posted at Mountain View Elementary School.
- c. Site council agenda items will be posted on the Mountain View Elementary website.
- d. One week before posting the principal will consult the Council Chairperson about the agenda items.

#### **VII. Meeting Frequency, Date and Time:**

- a. The council will meet at least 4 times during the school year at Mountain View Elementary. Council members will agree to the day and time of next meeting prior to adjournment. Additional meetings will be scheduled as needed.
- b. Meetings are open to the public. Items of a confidential nature will be handled during an executive session.

### **VIII. Procedures for Making Council Decisions:**

- a. Short-term committees will be formed as needed to address specific issues.
- b. Quorum is defined as five (5) of the official members of the council. Simple majority is defined as 51% of those voting. If a quorum is not present business cannot be conducted and decisions cannot be made.
- c. Principal and Assistant Principal are non-voting members of the Council
- d. Possible Advisory Topics:
  1. In-service plan
  2. School staffing patterns
  3. Curricular initiatives / projects / courses
  4. Capital improvement and maintenance project needs
  5. Co-curricular activities
  6. School policies
  7. School budget
  8. Scheduling
  9. Preferred qualifications / characteristics for staff hires
- e. Formal Procedures will be used as needed.

### **IX. Process for Community Input**

- a. Each agenda will include a “public comments” section
- b. Each public speaker will be provided 3 minutes to address the council
- c. A 30 minute aggregate will be provided for public comments

### **X. Council Records:**

1. Minutes from council meetings will be submitted to council members.
2. Approved minutes from council meetings will be submitted to the Superintendent.
3. Agendas will be posted at Mountain View Elementary School website and communicated via Seesaw.
4. Minutes from the council meetings will be available for public viewing.
5. An annual evaluation form from the council will be submitted to the Superintendent and to the Members of the Board of Education.
6. Mountain View Elementary bylaws will specifically address the following elements:
  - School Mission Statement
  - Composition of the school council and terms of service
  - Officers

- Agenda setting
- Meeting frequency, date and time
- Minutes
- Process for revision of bylaws
- Process for community input / participation in council work
- Self-evaluation to be completed annually

**XI. Ratification and Revision of Bylaws:**

Amendments to the bylaws can be initiated by council members and voted into ratification by simple majority.