

**SCHOOL IMPROVEMENT COUNCIL BY-LAWS**  
**SOLDOTNA ELEMENTARY SCHOOL**

**I. NAME:**

The name of this organization shall be the Soldotna Elementary School Improvement Council  
"The Site Council"

**II. COUNCIL PHILOSOPHY STATEMENT:**

The Council, because of its strong belief in public education in Alaska, advocates continued improvement of instruction and facilities for all the students of Soldotna Elementary School. The Council believes this is best accomplished through communication among school staff, parents, students, and community.

**III. COUNCIL PURPOSE:**

The purpose of the Council shall be to assist the Soldotna Elementary Administration and Staff in the Site Based decision making process and to provide planning and input for conducting and pursuing improvements in facilities and education at Soldotna Elementary School.

**IV. COUNCIL MEMBERSHIP:**

A. Composition. The Council shall be composed of up to nine (9) members.

1. Principal
2. Up to Three (3) certified staff members
3. Up to Two (2) classified staff members
4. Up to Two (2) parents
5. Up to One (1) non-parent community member

B. Qualifications.

1. Parent and non-parent community members may be classified employees or substitutes of the District assigned in any capacity to Soldotna Elementary School. Council members may not be District Board of Education members.
2. Certified and classified staff Council members must be assigned to Soldotna Elementary School for at least 50% of their schedule. They must be represented by KPEA or KPESA as required by negotiated contracts.
3. Any parent/guardian of a child enrolled in Soldotna Elementary School during the period of elected service is eligible for election.

4. Any person who does not have a child enrolled at Soldotna Elementary School and who resides in or has a business in the Soldotna Elementary School attendance area is eligible for election as a non-parent community member.

C. Elections.

If accepted nominations exceed the number of seats available on the council, an election will be held between April 15 and the end of the school year to serve the following school term.

D. Terms.

1. The term of office starts and ends August 31 of the appropriate year(s).
2. Elected Council members will serve for two years unless no nominations are existent.

E. Removal and Replacement of Members.

1. Any member who no longer meets the requirements of Council membership will be removed from the council.
2. The Council may remove a member from the organization by a vote of two-thirds of the majority of the membership. A member may be removed by the membership whenever, in their judgement, the best interest of the organization will be served. Such removal shall be for cause.
3. The term of any member of the Council will terminate automatically in the event of three (3) unexcused absences in succession, or in the event of six (6) absences for any reason, excused or not, from the regular meetings of the Council during one year. Excused absences are those duly announced and granted by the Principal, subject to the approval of majority.

**V. DUTIES OF THE COUNCIL:**

- A. The Council is authorized and shall engage in all discretionary functions permitted by the Kenai Peninsula Borough School District Site Based Planning Procedures and in all appropriate measures deemed necessary to carry out such discretionary functions. These discretionary functions include, but are not limited to:

1. The interviewing process
2. In-Service plans
3. School staffing plans
4. Curricular Initiatives/Projects/New Courses/Improvement and Maintenance projects needs

5. Co-curricular activities
  6. School policies
  7. School budget
  8. Scheduling
- B. The 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 Council will annually evaluate its performance in reaching the targets.
- C. The School District supports the concept of shared decision making as strength in the instructional process. 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 school council.

**VI. OFFICERS:**

- A. The Principal shall appoint a Secretary at the first regular meeting of the school year.
- B. The duties of the Principal are as follows:
1. Shall preside at all meetings of the Council;
  2. Shall be responsible for conducting affairs of the Council;
  3. Shall be responsible for executing policies of the Council;
  4. Shall communicate to the Council such matters and make any suggestions which will promote the welfare of Soldotna Elementary School;
  5. May delegate duties in his absence;
  6. Shall be responsible for the conduct of the Council in strict conformity to the policies, principles, rules, and regulations of the Council, Kenai Peninsula Borough School District, and the State of Alaska.
- C. The duties of the Secretary are as follows:
1. Shall issue notice of all Council meetings;
  2. Shall keep accurate minutes of all Council meetings;
  3. Shall have charge of all books, records, and papers.

**VII. MEETINGS:**

- A. The Council shall meet as necessary or once a quarter at Soldotna Elementary School during the time school is in session and as necessary when school is not in session.
- B. Meeting times and dates will be decided prior to the conclusion of the previous meeting in consideration of the varying work schedules of the Council members.

- C. Special meetings may be called by the Chair or any other three (3) members upon 72 hours notice to other members.
- D. In points of question, the proceedings shall be governed by the Roberts Rules of Order. Decisions, unless otherwise specified, shall be made by majority vote.
- E. The Secretary shall maintain minutes of all Council meetings. The minutes shall be sent to the Superintendent of the Kenai Peninsula Borough School District by a designated person.
- F. At the conclusion of each school year, the Council shall prepare a report of goals and objectives accomplished that year. Such reports shall be maintained in the Council files.
- G. Files shall be maintained at Soldotna Elementary School in the office of the Principal. These files will be available to all members of the Council, parents, and other constituents.
- H. All meetings of the Soldotna Elementary School Improvement Council shall be held in open session and be accessible to the public.
- I. A quorum shall consist of no less than two-thirds of the members of the Council.
- J. Agenda:
  - 1. Suggested agenda items needing action must be submitted to the council at least two (2) days prior to regularly scheduled meetings.
  - 2. The Secretary shall notify the public five days prior regarding the time, place, and tentative agenda of the scheduled Council meeting.
  - 3. Limitation: Action shall not be taken on items not included on the official action item agenda. Items not submitted under the 7-day deadline may be added to the action agenda by a two-thirds affirmative vote of the Council body.

#### **VIII. COMMITTEES:**

The Council may appoint committees to assist them in carrying out their responsibilities. Committees are to be advisory to the Council on matters such as finance, public relations, programs, etc.

#### **IX. BYLAW AMENDMENTS:**

The Council shall have the authority to make, alter, or repeal the bylaws of this organization by a two-thirds vote of all the members of the Council at any regular or special meeting of the Council, provided that notice of intention to make, amend, alter, or repeal the Bylaws shall have been given thirty (30) days prior to such meeting.




**X. LIABILITY:**


Nothing herein shall constitute members of the 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 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 By-Laws, or otherwise.

**XI. NON-DISCRIMINATION POLICY:**

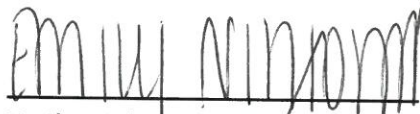
It shall be a policy of this Council that membership on the Council may be extended to anyone, subject to District approved qualifications, without regard to race, handicaps, age, sex, marital status, economic status, religious, or political affiliation.

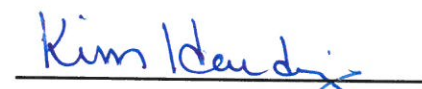
**Date: October 26, 2020**

  
AUSTIN STEVENSON, PRINCIPAL  
Soldotna Elementary School

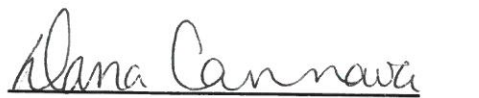
  
Kelli Creglow, Certified Staff

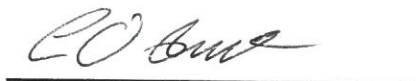
  
Lisa Juliusen, Certified Staff

  
Emily Nicholson, Certified Staff

  
Kim Harding, Classified Staff

  
Andrew Shook, Classified Staff

  
Dana Cannava, Community Member

  
C.O. Rudstrom, Parent

\_\_\_\_\_

