

Soldotna High School Site Council

Bylaws

Mission:

To support the mission of Soldotna High School and the Kenai Peninsula Borough School District through a process of collaborative, site-based decision making as defined in our bylaws.

Purpose:

The Soldotna High School Site Council will be charged with defining the long-term direction of the school in the following areas: curriculum, co-curricular activities, staff development, school structure, school outreach, goal setting, and assessment and evaluation. The Site Council also will determine the priorities for the school and review them on an annual basis. Finally, the Site Council will examine school-based policies to ensure that they are consistent with goals and priorities as established through the Site Council.

Representation and Membership:

The Soldotna High School Site Council will have members in the following service classes:

- 1 Administrator
- 1 Community member at-large
- 3 Parents
- 2 or 3 Certified Teachers
- 2 or 3 Soldotna HS Students
- 1 Classified employee

“School-Based Decision Making Process,” a manual published by the Kenai Peninsula Borough School District and updated in May, 2000, defines the system by which representation on the Site Council is determined on pages 2 and 3. (Additional references

to this manual will refer to it as “School-Based Decision Making Process.”

https://www.kpbsd.k12.ak.us/superintendent.aspx?id=3890&ItemId=3890#_council_composition

Selection Procedure:

Members will be selected by the procedures laid out in “School-Based Decision Making Process.” Student members will be selected by the student body (if there are more than 3 nominations) and at least 1 student representative should be a Student Council member who attends STUCO meetings.

In order to get the best representation, the Soldotna HS Site Council elections for parents will be held by electronic ballot. (Google survey or other) Elections will be open

for two weeks after the open house in August. Ballots will be distributed to all parents or guardians who have a valid e-mail address listed with Soldotna High School. Parents without a valid e-mail address can come to the office and vote via absentee ballot. Notification of the election will be communicated through at least 3 mediums including, but not limited to our website, e-mail, school newsletter or social media page (s).

Term of Service:

- 1 Community member at-large--1 year term
- 3 Parents--2 year terms staggered
- 3 Teachers--2 year terms staggered
- 3 Students--2 year terms staggered
- 1 Classified employee--1 year term

If a vacancy exists, a replacement will be appointed by the appropriate representative group. The newly appointed person will finish the balance of the un-expired term.

Quorum:

For Site Council a quorum will be a majority of the membership. No binding business will be conducted without a quorum.

Procedure:

Prior to each meeting an agenda will be prepared by the Principal in conjunction with the chairperson. The agenda will be delivered to all members of the Site Council 1 week in advance of the meeting. The Site Council will determine the exact order of the agenda items, including any additions or deletions, as the first order of business at each meeting. A place will be reserved on every agenda to allow any member of the Soldotna High School community to address the Site Council.

Officers:

Officers of the Site Council will be a chairperson and a secretary. Each officer will serve a term that ends at the final meeting of the school year. No one may be elected to consecutive terms in the same office.

Meetings:

Meetings of the Soldotna High School Site Council will be held a minimum of five times a year during the regular school year. The date, place, and time will be determined by the Site Council. Additional meetings (beyond the mandatory 5 per year) will be held as needed, and they will be called by the Site Council chairperson. Notice of summer meetings will be emailed to all committee members at least one week prior to the called meeting.

The regular schedule of meetings will be held in compliance with the Open Meetings Act. Emergency meetings may be called but will require posting of a notice at least 24

hours prior to the meeting. All Site Council members will be contacted prior to an emergency meeting.

Committees:

Sub-committees will be appointed by the chairperson from time-to-time as needed to accomplish specific tasks. These committees need not be composed exclusively of Site Council members and may include other members of the Soldotna High School community.

Decision Making:

Site Council members are expected to represent the ideas, concerns, and problems of the students, parents, teachers, community, and administration of Soldotna High School. Each member should express his/her views on all topics under discussion to enable the Site Council to reach consensus. Consensus refers to group solidarity in sentiment and belief, or general agreement, and is the goal of discussion within the Site Council. When consensus cannot be reached, and action must be taken, the decision is left in the hands of the Soldotna High School Administration.

Site Council, being an advisory board for decisions made by the principal, will not consider the vote of the principal in any voting decision.

Record Keeping:

The Site Council secretary will keep minutes of all meetings in an online document. A copy of the minutes of the preceding meeting will be provided to members for correction at each meeting. The finalized and approved minutes will be posted to the school website with the link to the minutes being sent out to all stakeholders including the superintendent of schools.

Amendments:

Any proposed amendments to these bylaws must be presented to the Site Council in writing at a regularly scheduled meeting. No action may be taken on such an amendment unless at least two-thirds of the Site Council members are present. Adoption of an amendment requires consensus at two regularly scheduled meetings.

Compliance:

Soldotna High School Site Council will recognize and observe all laws, regulations, district policies, collective bargaining agreements, and other applicable agreements in its operations. The Site Council will comply with all sections of "School-Based Decision Making Process."

https://www.kpbsd.k12.ak.us/superintendent.aspx?id=3890&ItemId=3890#_council_position