

**TEBUGHNA ELEMENTARY/HIGH SCHOOL
SITE BASED SHARED DECISION MAKING
COUNCIL BYLAWS**

Revised: 9/28/2020

MISSION STATEMENT:

The Council will take on issues that are of significant concern to students, teachers, parents and/or support staff. The Council will give this site more latitude to pursue significant education improvements. The Council believes this is best accomplished through communication among school staff, parents, students and community. Hand in hand we will work together to give the students of Tyonek the best education possible.

SCHOOL GOALS:

The council, as the site based decision making group, serves as an overseer, resource, sounding board, and core for communication between the represented constituency groups. As representatives of a specific group, the members are responsible for bringing the information from that constituency to the council. Once the information is presented, the members are “people of goodwill making the best decisions for the good of the school.”

**COMPOSITION OF THE SCHOOL COUNCIL: (as per
Regulations set forth by KPBSD)**

Representatives of the following school community members will be selected by an election from their constituency.

2 – Teachers, selected by and reports to the teachers.

1 – Administrator

1 – Classified, selected by and reports to the classified

Staff of Tebughna School

3 – Parents, selected by and reports to the Parent Advisory Organization

1 – Community Member

1 – Student

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Teacher, parent and student positions should be elected by the groups themselves. Each group will set the parameters for their elections. Groups may decide to utilize an alternate for any member unable to attend.

QUALIFICATIONS: (as per stipulations of KPBSD)

1. Council/Steering Committee members, excluding principal, shall be council participants/members terms as noted below. Members are eligible for re-election.

2. Teachers (certified members) and support staff shall be assigned to Tebughna Elementary/High School for a minimum of 50% of their working schedule and selected by the membership represented. These members will serve a one year term unless re-elected by the membership represented.

3. Parents or caretakers/guardians must have a student enrolled at Tebughna School during the year of membership. (Parent positions vacant during a term will be filled by council nominations and consensus until the next spring election. (The newly appointed or elected member will serve the duration of the original position.)

4. The non-parent community shall be nominated by the committee and approved by the council. Term of membership – Twelve (12) months. Election will be held between April 15 and the end of the school year and shall take office at the beginning of the next school term.

OFFICERS: A chair person and a secretary will be nominated by and annually selected by the council in October.

DECISIONS:

1. The agenda will be created by the chair person. All agenda items must be received by the chair person a week before the next scheduled Tebughna Council meeting. Agenda items will be proposed to the Council relating to school wide issues. Chair person will distribute the proposed agenda to the members of the Council a minimum of two (2) days before the next Tebughna Council Meeting.

2. Decisions are to be made by consensus. When the Council is not able to reach consensus then approval requires a two-thirds (2/3) majority vote of the members present.

MEETING DATES AND TIMES:

The council will meet at least four times during the school year at Tebughna School. The meeting times will be scheduled at the discretion of the committee. The first meeting will be in October and subsequent meetings will be set at that time. The last meeting of the school year will be held in April. Meetings are open to the public. Items of a confidential nature will be handled during an executive session.

QUORUM: is defined as five (5) of the official members of the council.

COUNCIL RECORDS:

1. Minutes from council meetings will be submitted to absent council members after each meeting.
2. Minutes from council meetings will be submitted to the superintendent after each meeting.
3. Agendas and minutes from council meetings will be available for the public in the principals office and posted in a central area.
4. An annual report and self-evaluation from the council will be submitted to the Superintendent and to the District Site Based Decision Making Action Team yearly.

REVISION OF BYLAWS

Amendments to the bylaws can be initiated by two methods:

- a. Any member of the council submitting the proposed change as an agenda item
- b. By a petition signed by (6) members of the Tebughna staff and/or parents.

Amendments to the bylaws will be ratified by consensus with all members of the council present.

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.

EVALUATIONS:

During the last meeting of each school year, the committee shall complete a self evaluation reviewing the year's actions and accomplishments. The evaluation will identify areas in which the committee has been effective and also include those items which need further development and attention during the upcoming school year. A school survey will be completed on an annual basis