

**SCHOOL IMPROVEMENT COUNCIL BY-LAWS**

**SOLDOTNA ELEMENTARY SCHOOL**

**I. NAME:**

The name of this organization shall be the Soldotna Elementary School Improvement Council ("The 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. Through this cooperative effort, Soldotna Elementary students will be prepared for adulthood in a safe and positive environment.

**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 on seven members.

1. Principal
2. Two certified staff members
3. One classified staff member
4. Two parents
5. One non-parent community member

**B. Qualifications.**

1. Parent and non-parent community members may classified employees or substitute 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 members of KPEA or KPESA as required by the 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 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.

1. All members will be nominated and elected between April 15th and the end of the school year to serve the following school term.
2. Certified and classified staff Council members will be nominated and elected by their peers as described in the negotiated contracts.
3. Parent Council members will be nominated and elected by their peers as set forth in the current School Based Decision Making Process Manual.
4. The non-parent community Council member will be nominated and elected by the Council.

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 judgment, 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 unexcused absences in succession, or in the event of six 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 Chair, subject to the approval of the membership.

**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 Council annually shall elect by a majority vote of the entire Council: a President, a Vice-President, and a Secretary at the first regular meeting of the school year.

B. The duties of the President are as follows:

1. Shall preside at all meetings of the Council;
2. Shall be responsible for conducting the affairs of the Council;
3. Shall be responsible for executing the 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. 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 Vice-President are as follows:

1. In the absence of the President or during his/her incapacity to act, shall perform the duties of that office;
2. Shall perform such other duties as may, from time to time, be assigned by the Board or President.

D. 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.

E. All officers shall be elected for one year or until their successors are elected.

F. An officer may be removed from office at any time by a vote of two-thirds of the majority of all the Council. An officer may be removed by the Council, whenever in its judgment the best interest of the Council is served.

## **VII. MEETINGS:**

- A. The Council shall meet as necessary or once every other month 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 Roberts Rule 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 for 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 2 days prior to regularly scheduled meetings.
  - 2. Agenda: 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, 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.

## **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: September 2<sup>nd</sup>, 2014**

**Debbie Carroll –Community member**

**Andrew Shook-Classified**

**Kelly Vasilie-Certified Staff**

**Tonya Updike-Parent**

**Open**

**Kelli Creglow-Certified**

**Dana Cannava-Parent**

**Teri Diamond-Principal**