

WEST HOMER ELEMENTARY SCHOOL

Site Based Council

Bylaws

Updated Jan. 2014

Article I: Name

This organization shall be known as the West Homer Elementary School Site Based Council and Steering Committee.

Article II: Purpose

The purpose of this organization shall be to encourage parents, building staff, and community members to work cooperatively toward the goal of improving student learning.

Article III: Membership

Membership shall include:

1. Building principal
2. Two building teachers (50% or more FTE at WHE)
3. One building support staff member (same time as teachers)
4. Three parents (Building staff are not eligible for this category)
5. One non parent community member

Article IV: Selection Process

1. Council Steering Committee members, excluding the principal, shall be council participants/members for one-year terms. Members are eligible for re-election as long as the individual meets the criteria for the site council position.
2. Teachers (certified members) and support staff shall be assigned to WHE for a minimum of 50% of their working schedule, and selected by membership represented. Announcements of site council positions will be done each year at a fall staff meeting. These members will serve a one-year term with all eligible staff having the opportunity to participate in any selection or appointment process.
3. Parent members must have a student enrolled at WHE during the year of membership.
4. The non-parent community member shall be nominated to the council by the building principal.

Article V: Meetings

1. Membership meetings shall be held four times per year.
2. Site Based Council meetings may be held upon the need and with all members having been provided prior notice.
3. The Site Based Council chair or in the absence of the chair, the vice chair may call unscheduled meetings as noted in Article V. Section II.
4. The agendas shall be set by the building principal with input from committee membership. Any committee member should submit agenda items to the one-week prior to the upcoming meeting. The order in which business is discussed at meetings will be set by the committee prior to discussing or acting on new or old business.
5. All meetings shall be open to the public.
6. When discussing confidential items, council members may enter executive session. No formal action on agenda items or other matters will be made during the executive session.
7. The date of the next meeting will be established prior to adjournment.
8. Meeting minutes will be posted on the school web site for the public and central office staff.

Article VI: Voting

1. Each active member shall be allowed one vote.
2. Selection of executive committee members for each school year will be completed by represented groups at the first meeting in the fall of the school year.
3. Voting and conduct of meetings will be conducted in accordance with Roberts Rules of Order.
4. Voting may be completed by: a. show of hands, b. voice, c. ballot, or d; standing.
5. A quorum of five Site Council members is required for a committee vote.

Article VII: Activities

The Site Based Council shall conduct activities to:

1. Encourage parenting skills,
2. Insuring the school meets the needs of students (academics, social, physical , and emotional),
3. Supporting and encouraging building staff,
4. Following all building, district, state, and federal guidelines/laws which are applicable to education,
5. Working cooperatively with building and district administration,
6. Lobbying and advocating for WHE students,
7. Reviewing and recommending to the building principal all classroom fund raising activities,
8. Support the building principal in filling vacant teacher or classified positions in accordance with KPBSD guidelines.
9. Advise and support the Superintendent in the hiring of the principal involving:
 - a. two building teachers,
 - b. one building classified employee, and
 - c. c. three non staff site based/community members.
10. Review school policies, annual budget, annual in-service planning, curricular scheduling, and building organization.
11. Contribute to the development of annual building goals.

Article VIII: Site Based Steering Committee Leadership and Membership

1. The site council president shall be elected annually by the site council members (fall election).
2. In the absence of the president, the building principal shall act on the president's behalf.

Article X: Appeals to the Site Based Council

If the appeal of a site based decision is based on a difference of opinion or an issue, the complainant(s) shall place their objection in writing and submit it to the chairperson, who shall place it on the agenda at the next meeting of the school council providing the complaint(s) has been submitted in a timely fashion. The complaint must specify the following:

1. The exact nature of the complaint
2. The relief sought

After the Council has considered the issue as defined in the appeal, the determination of the council shall stand and that decision shall not be subject to further appeal. Appeals based upon alleged violations of council bylaws, board of education policy, act of discrimination, or violation of right will be processed in the same manner. Appeals of this nature that are resolved to the complainant's satisfaction may be lodged with the Board of Education. (See: KPBSD School) Based Decision Making Process Handbook for further details)

Article XI: Amendments of Bylaws

1. Amendments to these bylaws shall be made by a simple majority affirmative vote of the membership at a regular meeting with the proposed change having been discussed at a previous meeting.
2. In the event that more than one amendment is to be considered at a time, they may be approved by consent agenda.

Article XI: Evaluation

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 that need further development and attention during the upcoming school year.