

**TUSTUMENA ELEMENTARY SCHOOL  
SITE COUNCIL  
BY-LAWS**

**I. NAME: TUSTUMENA ELEMENTARY SCHOOL SITE COUNCIL**

**II. VISION STATEMENT: PROVIDING THE BEST EDUCATION POSSIBLE**

**III. PURPOSE STATEMENT:**

The purpose of the Tustumena Elementary Site Council, in line with the school Based Decision Making Plan of the Kenai Peninsula Borough School District, is to give input and guidance into decisions in the school for the improvement of the instructional program.

**IV. MEMBERSHIP:**

A. The council shall include representation of the following:

- **Principal:** This position will remain a permanent position on all council boards.

- **Teachers:** There will be two (2) certified positions on the council.

1.) Seat A - This position will rotate in the fall of odd years.

2.) Seat B - This position will rotate in the fall of even years.

These positions will be selected by consensus of the certified staff.

- **Support Staff:** There will be one (1) support position on the council.

Support positions will be replaced each year. This position will be selected by the principal.

- **Parents:** There will be three (3) parent positions on the council. Of these (3) parent positions, each will be 3-year terms expiring on a rotational basis.

1) Seat A - This is a 3-year

2) Seat B - This is a 3-year.

3) Seat C - This is a 3-year

As a result, there will always be one continuing parent member on the council.

Non parent community member:- This position will be selected or elected each year.

**B. Elections/Selections:**

Nominations for vacant seats will be called for before the end of the final quarter. This notification is typically done through the School Newsletter. Voting will take place at the end of the final quarter and the board members term will begin the first meeting in September. Voting for Site Council positions will be conducted at a regular monthly meeting of the Tustumena PTO. All ballots will be tabulated by the PTO Executive Board.

C. Qualifications and selection process will be in accordance with the Kenai Peninsula School District guidelines.

**V. AGENDA:**

The agenda items will be submitted to the school principal or Council President by the Wednesday prior to the scheduled meeting date. Agenda items will be submitted in writing. The agenda will be made available to the parents of students on the Friday prior to the scheduled meeting.

**VI. MEETINGS:**

- The council will meet monthly no less than five (5) times during the school year at Tustumena Elementary. Additional meetings may be scheduled as necessary. Prior to adjournment, the council members will agree to the next monthly meeting date if it is not already established.
- Meetings are open to the public.
- Public presentations regarding items on the agenda will be encouraged. The council may solicit information as needed.
- Members who have two consecutive unexcused absences may be replaced by consensus decision of the council.

**VII. EVALUATION:**

Informal self-evaluation will occur on a continual basis but during the last meeting of each school year, the council shall complete a self-evaluation reviewing the year's actions and accomplishments. The evaluation will identify areas in which the council has been effective and also include those items, which need further development and attention during the upcoming school year.

**VIII. LEADERSHIP:**

- The President shall be elected by the council. He or she shall conduct meetings, set and distribute agendas and represent council at public meetings.
- The Secretary shall be elected by the council. He or she shall keep accurate records of all meetings and will maintain records of By-laws, meeting minutes and current membership.
- The Principal has the right to veto or table decisions. He/she shall submit all approved Site Council minutes to the Office of the Superintendent in a timely manner.
- All officers shall be elected for a one year term or until successors are elected. Any officer may be removed from office by a two-thirds vote whenever it is judged to be in the best interest of the council. The Council will select or elect a President and Secretary at the first meeting in September.

#### **IX. APPEALS TO SITE BASED COUNCIL:**

If the appeal is based upon an alleged violation of a council bylaw, board of education policy, act of discrimination, or violation of a right protected by law or regulation, the complainant 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 council providing the complaint has been submitted in a timely fashion as defined in the Agenda Section Part V of the council bylaws. The complaint must specify the following:

1. The nature of the violation
2. The specific bylaw, policy, or regulation, which was violated.
3. The manner in which the bylaw, policy or regulation was violated.
4. The relief, which is sought (what you want the council to do).

After reviewing the complaint, the decision of the council will be returned to the complainant in writing.

Those complaints believed to be violations of board policy or state statutes can be referred to district office.

#### **X. CONFIDENTIALITY:**

The council recognizes that information shared during meetings may be of a confidential nature. Staff members on the council are bound by the Alaska State Professional Code of Ethics. Other non-employee members are bound by this same Code. The Code will be distributed and reviewed annually.

#### **XI. DECISION MAKING:**

All decisions should be based on “What is best for the students of Tustumena Elementary”. A quorum must be present. A quorum being five (5) members, one of which must be a parent representative, and simple majority vote prevails. Initial decisions are subject to review and reconsideration if necessary. Everyone will have the same access to all information pertinent to the decision being made. (Excluding confidential information such as reference checks.)

## **XII. VOTING:**

Voting will be conducted in accordance with Robert’s Rules of Order. A quorum must be present. A quorum being five (5) members, one of which must be a parent representative, and simple majority vote prevails.

## **XIII. DUTIES AND RESPONSIBILITIES:**

The council will be an advocate for the students of Tustumena Elementary School. The council will objectively and effectively serves as a vehicle of communication for staff and community. 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 its identified goals.

Tustumena Elementary believes that those affected by a decision should have input in the decision making process. The council is authorized to engage in decisions in the following areas:

1. Interviewing and hiring staff: The principal will select an interview team including a parent and staff representatives.
2. School Staffing Plans: The council will discuss alternatives for soliciting input from those affected by staffing decisions if there is going to be any change.
3. Goal Setting & Staff Development Plans: The council shall contribute to the development of the annual building goals. The staff development committee will implement an in-service plan based on the goals selected by the staff each spring. The Staff Development Committee shall present these plans to the site council. Parents shall be invited to attend in-service presentations.
4. Curricular Initiatives/Projects: The council will discuss alternatives for soliciting input from those affected by the decisions.
5. Capital Improvement and Maintenance Projects: The council may assist with the development of long-term plans for capital improvements and maintenance. Plans will be available to the public.

6. School Policies: The council will discuss alternative for soliciting input from those groups affected by school policy changes.

#### **XIV. CURRICULUM**

In addition to the KPBSD guidelines for curricula, Tustumena Elementary may choose to offer program based on local interests or skills/talents of current professional staff. Such programs are: Sea Week, Love of Reading Week, Artist/Author in the School, and KPBSD approved extra-curricular activities.

Outside agencies may also desire to provide supplemental programs for our students. Such programs are subject to district, staff and Site Council approval prior to initiation. For example: the D.A.R.E. Program provided by the Alaska State Troopers.

#### **XV. BUDGET**

The Site Council shall receive a report of the school budget each year. Funds raised at the local level are administered on site, but must meet district guidelines. The principal shall report beginning and year end balance data of all accounts administered on site.

#### **XVI. 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.

#### **XVII. AMENDMENTS:**

The council shall have the authority to make, amend or repeal the By-laws 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 a (30) day notice has been given.