

SITE-BASED MANAGEMENT COUNCIL BY-LAWS  
MOOSE PASS SCHOOL

- I. NAME:** The name of this organization shall be Moose Pass School Site-Based Management 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 Moose Pass School. The Council believes this is best accomplished through communication among school staff, parents, students and community. Through this cooperative effort, MPS 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 Moose Pass School 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 the Moose Pass School.
- IV. COUNCIL MEMBERSHIP:**
- A. Composition The Council shall be composed of nine members:
1. Principal
  2. Two certified staff members
  3. One classified staff member
  4. Three parents
  5. One non-parent community member
  6. One student council president or student designee
- B. Qualifications
1. Parent and non-parent community members may not be employees of the district assigned in any capacity to MPS. Council members may not be a district Board of Education member.
  2. Certified and classified staff Council members must be assigned to MPS for a least 50% of their schedule. They must be members of KPEA or KPESA if required by the negotiated contracts.
  3. Any parent/guardian of a child enrolled in MPS during the period of elected service is eligible for election.
  4. Any person who does not have a child enrolled in MPS and who resides in or has a business in the MPS attendance area, is eligible for election as non-parent community member.
  5. Any MPS student is eligible for election.

C. Elections

1. Initiate nomination process by April 1<sup>st</sup>.
2. Nominations to be into committee by April 10<sup>th</sup>. Nominations and a personal biographical sketch must be submitted by April 10<sup>th</sup>.
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 members will be nominated and elected by the Council.
5. Certified and classified staff council members will be nominated and elected by their peers as described in the negotiated contracts.
6. The student council of Moose Pass School will select the student's member of the council.
7. Election will be held before May 1<sup>st</sup>. Election will be congruent with a spring program in an effort to get more parents to be present to vote.
8. During this spring program, election will occur by secret ballot.
9. When filling vacant parent position, simple majority vote rule will apply. When the Council needs to fill two parent seats, seats will not be distinguished. The top two candidates who receive the most votes will be on the Council. The non-parent community members will be treated as their own entity.

D. Terms

1. The term of office starts and ends August 31 of the appropriate year(s).
2. The student member will serve for one year.
3. Other elected Council members will serve two years.
4. For continuity on the Council, one certified staff, one classified staff and one non-staff member will serve a two year term.
5. There are no term limits.

E. Removal and Replacements 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 grated 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. The discretionary functions include, but are not limited to:
1. The interviewing process
  2. In-service plans
  3. School staffing plans
  4. Curricular Initiative/Projects/New Courses Improvement and maintenance project 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 a 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 the school.
  5. Shall be responsible for the conduct of the Council in strict conformity to the policies, principles, rule 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 during the first meeting in the fall and may include any member of the Site-Based Management Council.
  
- F. An officer may be removed from office at any time by a vote of two-thirds of the majority of all the Council. The Council may remove an officer whenever in its judgement the best interest of the Council will be served.

## **VII MEETINGS:**

- A. The Council shall meet three times a year at Moose Pass 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. The Chair or any other three- (3) members may call special meetings upon 72-hour notice to the other members.
  
- D. In points of question, Robert Rules of Order shall govern the proceedings. 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.
  
- F. At the conclusion of each school year, the Council shall prepare a report of goals and objectives accomplished for the year. Such reports shall be maintained in the Council files.
  
- G. Files shall be maintained at Moose Pass 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 MPS Site Based Management 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. Submission of agenda items: Suggested agenda items needing action must be submitted to the Council at least seven days prior to regularly scheduled meetings.
2. Agenda: The Council 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 seven-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. 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, religious or political affiliation.

#### **XI. DISSOLUTION:**

Upon the dissolution of the organization, the Officers shall, after paying or making provision for the payment of all the liabilities of the purposes of the organization in such manner or to such organization or organizations organized and operated exclusively for charitable purposes as Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Officers shall determine.