

**KENAI MIDDLE SCHOOL**

**SITE BASED COMMUNITY COUNCIL  
BY-LAWS**

**(Revised 9/20/05)**

---

---

**I N D E X**

---

---

- I. NAME
- II. COUNCIL PHILOSOPHY STATEMENT
- III. COUNCIL PURPOSE
- IV. COUNCIL MEMBERSHIP
- V. DUTIES OF THE COUNCIL
- VI. OFFICERS
- VII. MEETINGS
- VIII. BY-LAWS / AMENDMENTS
- IX. WAIVER PROCESS
- X. DISTRICT SUPPORT
- XI. LIABILITY
- XII. NON-DESCRIMINATION POLICY

I. NAME

The name of this organization shall be Kenai Middle School Community Council (“KMSCC”)

II. COUNCIL PHILOSOPHY STATEMENT

Kenai Middle School staff, parents and community is dedicated to helping students develop the necessary academic and social skills, responsibilities and attitudes that will ensure their continued educational growth and self maturation. Realizing that the middle school students are in a state of emotional and physical changes, we center our academic framework on helping them recognize their ability to improve and succeed. Their success is ensured by our commitment to Educational Excellence in a Caring Environment.

III. COUNCIL PURPOSE

The major focus of the Council is to foster shared decision making and enhance educational accountability and to improve the quality of education.

IV. COUNCIL MEMBERSHIP

A. Composition - The council shall be composed of nine members:

- Principal
- Two certified staff members
- One support staff member
- Three parents (one from each grade)
- One student representative (selected by Student Council)
- One non-parent community member

B. Qualifications

1. Parent and non-parent community members may not be employees of the District or assigned in any capacity to KMS. Council members may not be a KPBSD Board of Education member.
2. Certified and support staff Council members must be assigned to KMS for at least 50% of their schedule.
3. Any parent/guardian of a child enrolled in KMS during the period of elected service is eligible for election.

4. Any person who does not have a child enrolled in KMS and who resides in or has a business in the KMS attendance area is eligible for election by the seated council and after the process of nomination by the principal as a non-member parent.

5. Any KMS student is eligible for election.

C. Elections

1. All members will be nominated and elected no later than October 1<sup>st</sup> to serve the following school term.

2. Certified and support 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. This will be completed by the KMS parent group.

4. The non-parent community Council member will be nominated by the Principal and elected by the Council.

5. The student member of the Council will be selected by the Student Council of KMS.

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 for two years, except parents who will service for three years.

4. For continuity on the Council, one certified staff, one classified staff and one non-staff member will serve two years.

5. There are no term limits.

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 interests 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 Council, subject to the approval of the membership.

V. DUTIES OF THE COUNCIL

- A. The Council is authorized and shall engage in all discretionary permitted by the Kenai Peninsula Borough School District's "School Based Decision Making Process" and in all appropriate measures deemed necessary to carry out such discretionary functions. These discretionary functions include, but are not limited to:
  1. The Interview Process
  2. In-Service Plans
  3. School Staffing Plans
  4. Curricular Initiatives/Projects/New Courses
  5. Co-curricular Activities
  6. School Policies
  7. School Budget
  8. Scheduling
  9. Capital Improvement and Maintenance Project Needs
  10. Preferred Qualifications/Characteristics for Staff Hire
- 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 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 with the normal constraints of the District, including working with the Council.
- D. If a vacancy exists for the principal, the Superintendent will consult with the Council regarding preferred qualifications/characteristics. The Council will assist in selection of the hiring committee. The Superintendent will cause the position to be advertised, will receive applications, screen and evaluate materials, and conduct pre-hiring interviews. The Superintendent will prepare a list of qualified and acceptable candidates to be interviewed. The interview will be followed by a discussion with the hiring committee and the Superintendent will make the selection, subject to approval by the Board of Education.

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 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 when it will promote the welfare of KMS.
  - 5. shall be responsible for the conduct of the Council in strict conformity to the policies, principles, rules and regulations of the Council, the 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 an 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 Council 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 the Council. An office may be removed by the Council whenever, in its judgment, the best interest of the Council will be served.

VII. MEETINGS

The Council shall meet a minimum of once each month at KMS during the school year and as necessary when school is out.

Meeting times and dates will be decided prior to conclusion of the previous meeting in consideration of the varying work schedules of the Council members.

Special meetings may be called by the President or any other three (3) members upon 48-hour notice to the other members.

In points of question, the proceedings shall be governed by Robert Rules of Order. Decisions, unless otherwise specified, shall be made by consensus.

The Secretary shall maintain minutes of all Council meetings. The minutes shall be sent to the Superintendent.

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.

Files shall be maintained at KMS in the Principal's office. These files will be available to all members of the Council, parents and other constituents.

All meetings of the Council shall be held in open session and be accessible to the public.

A quorum shall consist of no less than two-thirds of the members of the Council.

#### AGENDA

1. Submission of Agenda Items  
Suggested agenda item needing action must be submitted to the Council at least 5 days prior to regularly scheduled meetings.
2. Agenda  
The Secretary shall notify the public three 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 five-day deadline may be added to the action agenda by consensus of the Council body.

#### VIII. BY-LAWS AMENDMENTS

The Council shall have the authority to make, alter, or repeal the bylaws of this organization by consensus of all 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.

IX. WAIVER PROCESS

If the council concludes that their work in improving student performance is impeded or frustrated by the existence of a policy or regulation my petition for a waiver from the requirements. Written requests will be submitted for consideration by the Superintendent. Waivers of policy and regulation must meet the following criteria:

1. Identify the specific policy, regulation or requirement, which the Council wishes to have waived.
2. Describe the manner in which the policy, regulation or requirement impedes the improvement of student achievement in that setting.
3. Detail the manner in which the Council anticipates accomplishing the intent of the policy, regulation or requirement for which the waiver is sought.
4. The curriculum of the District is, by statute and policy, defined by the Board of Education. Departure from the prescribed curriculum will require approval consistent with the Board of Education regulation BP6141.

X. DISTRICT SUPPORT

District office personnel will collect, interpret and provide student performance data to KMS. The Council will use this data as they review and assure alignment between school development plans/school council activities and the focus on improvement of student learning.

In addition, District office personnel will use their specialties to assist the Council in operations and training, particularly in the following areas:

- Operational Rules for School Councils
- Conflict Resolution
- Effective Meetings
- Consensus Building
- Techniques for Active Listening
- Goal Setting Process, Implementation Plans and Assessment Process
- School Council Committees – To Maximize Involvement Form
- Constituencies
- Team Building
- Assessing Community Attitudes
- Writing/Updating By-Laws

XI. 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 tactics or failure to act on the part of any Council member, officer agent, or employee, nor shall any director, member, officer, agent, or employee be liable for their acts or failure to act under the By-Laws, or otherwise.

XII. NON-DESCRIMINATION 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.

APPROVED this \_\_\_\_\_5TH\_\_\_\_\_ day of \_\_\_\_\_October\_\_\_\_\_, 2016

Vaughn Dosko  
VAUGHN DOSKO, PRINICPAL  
Kenai Middle School

Phillip Lazenby  
PRESIDENT – Phillip Lazenby  
Kenai Middle School Community Council