

## SITE BASED MANAGEMENT COUNCIL BY-LAWS

### CHAPMAN SCHOOL

Adopted January 2009

#### **Name:**

- The name of this organization shall be Chapman School Site-Based Management Council (“Site Council”)

#### **COUNCIL PHILOSOPHY STATEMENT:**

- The Site Council, because of its strong belief in public education in Alaska, advocates continued improvement of instruction and facilities for all the students of Chapman School. Site Council believes this is best accomplished through communication among school staff, parents, students and community. Through this cooperative effort, Chapman School students will be prepared for adulthood in a safe and positive environment.

#### **COUNCIL PURPOSE and ROLE:**

- The purpose of Site Council shall be to assist the Chapman 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 Chapman School.

#### **SBMC Membership**

##### **▪ Composition**

The SBMC officers shall be composed of *at least* the following members:

- Principal
- One certified staff member
- Two parent representatives
- One support staff / classified
- One non-parent community representative
- One student – student council president or student designee

##### **▪ Qualifications**

- SBMC members may not be a district Board of Education member.
- Certified and classified staff SBMC members must be assigned to Chapman for at least 50% of their schedule.
- Any parent/guardian of a child enrolled in Chapman during the period of elected service is eligible for election as a parent representative.
- Any person who does not have a child enrolled in Chapman and does not have a child who is of an age to be enrolled in Chapman, and who resides in or has a business in the Chapman attendance area, is eligible for election as the non-parent community representative.

##### **▪ Elections**

- All members will be nominated and elected at the first SBMC meeting, to be held on or before September 15th of each school year.
- Certified and classified staff SBMC members will be nominated and elected by their peers as described in the negotiated contracts.
- At least two parents will be nominated and elected as parent representatives and officers by those parents present at the first SBMC meeting of each school year.
- A non-parent community representative may be nominated and elected by those present at the first SBMC meeting of each school year.

- **Terms**
  - The term of office starts and ends the date of the first SBMC meeting of each year.
  - There will be a two-year term.
  
- **Removal and Replacement of Members**
  - Any member who no longer meets the requirements of SBMC membership will be removed from the SBMC.
  - The SBMC may remove a member from the organization by a vote of two-thirds 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.
  - The term of any member of the SBMC will terminate automatically in the event of four consecutive unexcused absences from SBMC meetings unless otherwise agreed upon by the SBMC members. Excused absences are those duly announced and granted by the President.
  - When a member does not serve a complete term, the empty position will be filled by nominations and majority vote of current SBMC officers to serve remainder of vacant term.

### **Duties of the SBMC**

- The SBMC is authorized and may 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:
  - The interviewing process
  - In-service plans
  - School staffing plans
  - Curricular Initiatives/Projects/New Courses
  - Co-curricular activities
  - School policies
  - School budget
  - Scheduling
  
- Should the Site Council receive funds from an outside source, a school district account has been established to hold all said funds. Any expenditure of the said funds shall be brought before Site Council and be voted on according to Site Council By-Laws. It is the intent of Site Council to use and appropriate funds to support and enhance the educational program for the school and students. All funds will be spent with that philosophy in mind.
  
- Site Council shall, on an annual basis provide input to the school staff on possible areas of emphasis in the school development plan. Input shall be based on the District's assessment policy and other indicators identified by the District. The Site Council will annually evaluate its performance in reaching the targets.
  
- The school district supports the concepts 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 SBMC.

### **Officers**

- The SBMC annually shall elect by a majority vote of the entire SBMC, a president and a secretary at the first regular meeting of the school year.

➤ **The duties of the president are as follows:**

- Shall preside at all meetings of the SBMC;
- Shall be responsible for conducting the affairs of the SBMC;
- Shall be responsible for executing the policies of the SBMC;
- Shall communicate to the SBMC such matters and make any suggestions which will promote the welfare of Chapman School;
- Shall be responsible for the conduct of the SBMC in strict conformity of the policies, principles, rules and regulations of the SBMC, KPBSD and the SOA.

➤ **The duties of the secretary are as follows:**

- Shall issue notice of all SBMC meetings
- Shall keep accurate minutes of all SBMC meetings
- Shall have charge of all books, records and papers.
- The minutes shall be sent to the Superintendent of the KPBSD.

- All officers shall be elected for two years or until their successors are elected.

### **Meetings**

- The SBMC shall meet at least four times at Chapman School during a term year.
- Meeting times and dates will be decided prior to the conclusion of the previous meeting in consideration of the varying schedules of the SBMC members.
- Special meetings may be called by the president or school principal or any other three members upon 72 hours notice to the other members.
- In points of question, the proceedings shall be governed by Roberts Rules of Order. Decisions, unless otherwise specified, shall be made by majority vote.
- The secretary shall maintain minutes of all SBMC meetings, and the minutes shall be sent to the Superintendent of the Kenai Peninsula Borough School District.
- Files shall be maintained at Chapman School. These files will be available to all members of the SBMC, parents and other constituents, except files deemed confidential by policy or majority SBMC vote.
- A quorum shall consist of at least half the members of the SBMC. Non-notarized proxy votes are acceptable.
- At the conclusion of each school year, Site Council or the building administrator shall prepare a report of goals and objectives accomplished for the year. Such reports shall be maintained in Site Council files.
- All meetings of the Chapman Site Based Management Council shall be held in open session and be accessible to the public. Minutes will be posted on Chapman website.

### **Agenda**

- The secretary shall prepare the agenda and make it available to parents and community members within a week of previous meeting.

### **Submission of agenda items:**

- Suggested agenda items needing action must be submitted to the Council at least seven days prior to regularly scheduled meetings.

### **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.

**Committees**

- The SBMC may appoint committees to assist them in carrying out their responsibilities. Committees are to be advisory to the SBMC on matters such as finance, public relations, programs, etc.

**Bylaws Amendments**

- The SBMC 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 SBMC at any regular or special meeting of the SBMC, provided that notice of intention to make, amend, alter or repeal the bylaws shall have been given thirty days prior to such meeting.

**Liability**

- Nothing herein shall constitute members of the SBMC 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 SBMC member, member office, 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.

**Non-Discrimination Policy**

- It shall be a policy of this SBMC that membership on the SBMC 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.

**Confidentiality**

- The SBMC recognizes that information shared during meetings may be of a sensitive nature. Staff members on the SBMC 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 at the first meeting annually.