

Site-Based Decision Making Committee Bylaws Hope School 2002

(Revision to be completed by February 2013)

Name: The name of this organization shall be Hope School Site-Based Decision Making Committee (“The Committee”).

Committee Philosophy: The Committee, because of its strong belief in public education in Alaska, advocates continued improvement of instruction and facilities for all the students of Hope School. The Committee believes this is best accomplished through communication among school, staff, parents, students and community. Through this cooperative effort, in a safe and positive environment, Hope School students will be prepared for continuing education, lifelong learning, and responsible adulthood.

Purpose: The purpose of the Committee shall be to assist the Hope School administration and staff by providing input and planning for a quality-run facility, which will focus on the continuing improvement of learning for all students. The guidelines established by the Kenai Peninsula Borough School District in the School Based Decision Making Process document (May 1995) will be incorporated throughout the Committee’s bylaws.

Membership: The Site-Based Decision Making Committee Membership will be as follows:

- A. Lead/Principal Teacher
- B. Two Certified Staff members
- C. One Classified Staff member
- D. Three Parent members
- E. One Community member
- F. One Secondary Student member

Qualifications:

1. Certified and classified staff Committee members must be assigned for at least 50% of their daily schedule at Hope School.
2. The parent/guardian and community members may not be affiliated with the Hope School in any of the following capacities where monetary gain is derived from the school district:
 - A. Lead or Principal/Teacher
 - B. Regular Teacher
 - C. Support Staff
 - D. School Nurse
 - E. Substitute Teacher
 - F. Itinerant Teacher
3. The parent/guardian Committee members shall have a child enrolled in the Hope School in order to be eligible for committee membership.

4. The community member shall not have a child under their care who is currently enrolled in the school.

Election of Members:

1. All members will be nominated and elected between April 15 and the end of the school year to serve the following school term.
2. Certified and classified staff Committee members will be nominated and elected by their peers, as described in the negotiated contracts.
3. 3. Parent/guardian Committee members will be nominated and elected by their peers as set forth in the current School Based Decision Making Process document.
 - A. A list of parents/guardians eligible to vote will be generated by the school secretary.
4. The community member will be elected by the Committee after soliciting recommendations from Hope, Inc. Community Council.
5. The student member will be elected by the seated Committee at their first meeting in September from a list of not less than two students in 7th-10th grade recommended by their peers.

Election Procedures:

1. Prior to an election, an Election Committee will be selected by Committee members to be in charge of the election. This Election Committee will consist of one parent member, one certified or classified member, and one other Committee member.
2. This Election Committee will be responsible for mailing out ballots to all eligible voters.
3. This Election Committee will be responsible for counting the votes and posting the results. Election results shall be posted as soon as possible after votes have been tabulated. The postings will include the names of the winning candidates and the total number of votes cast.
4. The Site-Based Decision Making Committee will bear any costs incurred by the election.
5. Ballots will be archived and available for review at Hope School for a period of one year.

Terms:

1. The term of office starts with the opening date of the students' school year.
2. Elected Committee Members will serve for one year.

Officers:

1. Facilitator – The Committee meetings will be chaired each month according to a rotating schedule from its standing members. Any member may request to be passed by. Member's last names will be alphabetized to determine the schedule.
2. Secretary – One person shall be chosen from the Committee membership to be charged with the duties of secretary. These duties include recording and distributing the minutes to the members, and making the minutes available to the public.
3. Special meetings may be called the Principal/Lead Teacher or any other three members.

4. Committee members will be given seventy-two (72) hours notice in advance of special meeting.
5. Special meeting notices will be posted in the community forty-eight (48) hours in advance. The notice will include the time and place of meeting and an agenda of the item (s) to be discussed.
6. Meeting times and dates for regular committee meetings will be determined by the new Standing Committee during the first regularly scheduled meeting of each school year.
7. A quorum of 2/3 of the current seated membership must be present to hold a meeting.
8. For voting, 2/3 of the total membership is required to pass an item.
9. In points of question, the proceedings shall be governed by Roberts Rules of Order.
10. The Agenda:
 - A. Agenda items shall be added to the list posted at Hope School Beginning 12 days prior to a Committee meeting for a period of 7 days. This list of agenda items will then be posted at the four regular posting places 5 days in advance of the meeting.
 - B. Any resident of the community may list an item on the addenda but must include their name(s).
 - C. Items not posted on the agenda for the 5 days I advance of a meeting may be added to the agenda by a 2/3 affirmative vote of the total membership.
 - D. Materials relevant to any agenda item will be made available to Committee members and the public prior to a meeting.

Bylaws Amendments:

The Committee shall have the authority to make, amend, alter or repeal the bylaws of this organization by a 2/3 vote of all members of the Committee at any regular or special meeting of the Committee, provided notice of intention to make, amend, alter or repeal the bylaws shall have been given thirty (30) days prior to such meeting.