

Ninilchik Elementary/High School Site Based Council Bylaws

Advisory Purpose Statement:

The focus on Ninilchik School's SBC is to improve the learning environment for all students and the entire school community. This will be accomplished by effective communication and cooperation through shared knowledge and decision-making by those most affected.

Scope of Authority

Ninilchik's SBC will seek consensus in an affirming environment characterized by mutual support and respect. Every member of the school community is represented by a person who will solicit input on issues before the group. The building administrator supports the concept of shared decision making. This support does not alleviate him/her of any responsibility or authority as the building leader of Ninilchik School

The council will adopt a flexible format. The council will accept the responsibility for answering the following questions:

Who needs to be involved in making this decision?

How will the decision be made?

What are the time limits for making the decision?

Who is involved in making decisions?

Advisory Council

Staff

Parents/PTA

Students

Building Administrator

Groups involved in making decisions have the authority to decide which decision making process it will use:

Consensus

Simple Majority: 51% of the population

2/3 Majority: 66 2/3% of the population

In the event the consensus is not clearly determined from the participating groups, it will be the responsibility of the Council to make the decision.

Unresolved issues may be brought to the Council for three meetings. A consensus decision made by the Advisory Council will be made at the fourth meeting.

Representation:

A seven member advisory team will be made of:

1 building administrator

1 support staff member

2 certified staff members

3 parents/community members

1 non-parent community member

Conditions:

All groups must be represented at each Advisory Council meeting. If a member cannot attend a meeting, it is the responsibility of that council member to have a designee from the group he/she represents as an alternate.

Support and Certified representatives shall be selected in accordance with any language in the negotiated agreements and must be assigned to the school for more than 50% of their daily schedule

The non-parent community member will be elected by the seated members of the council following a nomination process conducted by the principal.

Parent group will define membership. Parent representatives do not have to be active members of the PTA.

In the absence of proportional membership in any of the representative groups, after a reasonable and documented effort has been made to enlist participation, the remaining members shall constitute a duly formed council and may conduct their business according to appropriately developed bylaws.

Elected council members may stand for re-election if they continue to meet the requirements of the position. Council members shall not be board of education members. Parent and non-parent community members shall not be employees of the district, except for short term substitutes.

Selection

Anyone may volunteer to be nominated.

A person may nominate another person within their own group, with nominated person's consent.

Election of candidates will be done by closed ballot.

Representatives must be selected by own group.

Representatives will be elected by 2/3 majority of the group to which they belong.

Each representative will be elected to a 2 year term

Candidates may be elected for more than one consecutive term.

Nominations and elections will take place each fall.

Nominations and elections will be publicized.

Agenda/Communication Meetings

Anyone can submit an agenda item.

An agenda form will be completed and turned in to the representative or the office at least 8 working days before the meeting.

Agenda will be published 5 working days before the meeting.

Advisory Council will prioritize the agenda

Agenda items will be placed within two meetings.

Student issues will be the first item on any agenda when submitted.

Meetings will be held quarterly, or as determined by the Advisory Council

Meetings are open to any member of the Niniichik School Community.

Advisory Council has the authority to hold Executive Sessions.

Executive sessions will be for information, discussion clarification or working. They are not decision-making meetings.

Minutes will be made available via the school website

Representatives are responsible for communication with their constituents via group meetings and distribution of minutes.

Amendment Process

Amendments to the by-laws may be initiated by two methods:

Consensus of Advisory Council

Petition signed by 35 members or 30% of a representative group.

Amendments will be read, and comments heard at two consecutive Advisory council meetings.

Action will be taken at the third meeting.

Ratification will require 2/3 vote of each membership group in order to modify, change or delete an existing by-law.

Members may vote by absentee ballot. Member must have ballot signed in front of their representative or designated witness. Ballots will be available for a representative or school office.

Advisory Council

The council will establish internal organization:

Set meeting times, days and places

Roles and responsibilities

Parameters of group

The council will follow by-laws, board policy and the site council handbook

Minutes will be taken and copies will be sent to the Superintendent after each meeting.

The council will make recommendations to building administrator

The council will make an annual self evaluation as required by the district.