

SEWARD SCHOOLS SITE BASED COUNCIL BYLAWS

Section I **NAME:** The name of this organization shall be Seward Schools Site Based Council (“SSBC”).

Section II **MISSION STATEMENT:** Public school students in Seward area will matriculate in three schools before graduation. As SSBC, we believe unity in comprehensive development of area school programs is essential. In that regard, the SSBC recognizes the schools in the Seward area as a single site. We believe the strongest forum to best develop improvement plans for the Seward schools is one comprehensive SSBC. We believe Seward schools need to develop in a unilateral direction that promotes a continuum of educational studies. We believe that our schools develop the strongest programs and have the broadest consensus by having one site based SSBC, with fair representation from all schools, working as one decision making team.

Section III **DECISION MAKING:** Decisions are made by consensus. Consensus is achieved when (1) all points of view have been heard and (2) the will of the group is evident even to those who oppose it. Consensus is a decision that has been reached when most members of SSBC agree on a clear option and the few who oppose it believe they have had a reasonable opportunity to influence that choice.

A quorum must be present to have a consensus. A quorum is defined as more than 50 percent of filled positions. When consensus cannot be reached, the SSBC may elect to decide by majority vote. Members should represent their constituencies. Once consensus or a vote has been reached, members are responsible for supporting and explaining the decision process.

Section IV **SSBC MEMBERSHIP:**

A. Composition: Each member has voting privileges and must be present to vote. SSBC may include:

1. Principals (3) – One from each school. This position will remain a permanent position on SSBC.
2. Teachers (3) – One from each school.
3. Support Staff (3) - One from each school.
4. Parents (9) – Three from each school.
5. Community Members (2) – Two non-parent community members.
6. Students (2) – One from the Middle and High Schools.
7. PTA Member (1) – One representative selected by PTA.

B. Qualifications:

1. Parent and community members (non-parent) shall not be employees of the KPBSD assigned in any capacity, excluding temporary, short term hires i.e. substitutes.

2. Certified and classified staff SSBC members must be assigned to the Seward schools for at least 50% of their schedule. They must be members of KPEA or KPESA, if required by negotiation contracts.
3. Any parent/guardian of a child enrolled in the Seward schools during the period of elected service is eligible for election. The parent representative must have a child enrolled in the school during the period of elected service.
4. Any person, who does not have a child enrolled in the Seward schools and resides or has a business in the Seward schools attendance area, is eligible for election as a non-parent community member.
5. Any Seward Middle or High School student is eligible for election.
6. In the event of a mid-term absence the SSBC will appoint a person to fulfill the unexpired term.

C. Elections/Selection

1. Principals—as assigned.
2. Teachers—elected yearly by the members of the KPEA in each building.
3. Parents—elected for staggered three year terms by the community and parents at our schools in May.
4. Non-Parent Community Member – will be elected by the seated members of the SSBC following a nomination process.
5. Students—elected yearly by each of the student leadership organizations or nominated by the Principal.
6. PTA—elected yearly per PTA bylaws.
7. Elected SSBC members must continuously maintain the requirements of their status in order to maintain their positions on SSBC.
8. In the event a seat becomes vacant, the Principal and SSBC members will compile a list of nominees. The SSBC will appoint a member from this list to fill the unexpired term that is vacant.
9. After a reasonable and documented effort has been made to fill a vacant seat, the remaining seated members shall constitute a duly formed SSBC.

D. Terms:

1. The term of office starts at the first meeting following member elections and ends at the last meeting of the terminating year.
2. Seats A, B, and C of staggered terms will be up for election at the end of the applicable three year term.
3. There are no term limits.
4. An election committee will be formed each April to conduct all actions necessary in the voting process including: confirm open seats, confirm candidate qualifications and validate the voting process.

E. Removal and Replacement:

1. The SSBC 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.

2. The term of any member of the SSBC will terminate automatically in the event of three (3) unexcused absences in succession, or in the event of six absences for any reason, excused or not, from the regular meetings of the SSBC during the year. Excused absences are those duly announced and noted in minutes.

Section V OFFICERS: All officers will be elected by the SSBC at the first meeting following member elections. The officers are Chairperson, Vice Chairperson, and Secretary. The Principal cannot be Chairperson.

A. Duties of the Chairperson:

1. Shall preside at all meetings of the SSBC,
2. Shall be responsible for conducting affairs of the SSBC,
3. Shall have a working knowledge of the bylaws and policies of the SSBC and be responsible for executing same,
4. Shall communicate to the SSBC such matters and make any suggestions which will promote the welfare of the Seward schools,
5. Shall act as the public spokesperson for the SSBC unless this duty is delegated to another person by the Chairperson.
6. Shall have charge of all books, records, and papers.

B. Duties of the Vice Chairperson:

1. In the absence of the Chairperson or during his/her incapacity to act, shall perform the duties of that office,
2. Shall perform such duties as may, from time to time, be assigned by the Chairperson.

C. Duties of the Secretary

1. Shall issue notices of all SSBC meetings,
2. Shall keep accurate minutes of all SSBC meetings,
3. Shall forward copies of the approved minutes to the District Superintendent and school Principals,
4. Shall post the minutes to the agreed to form of media.

D. All officers shall be elected for one year or until their successors are elected.

E. An officer may be removed from office at any time by a vote of two-thirds of the majority of SSBC whenever, in its best judgment, the best interest of the SSBC will be served.

Section VI MEETINGS

A. Frequency

1. Regular meetings are held on a yearly rotating schedule between sites.
2. The meeting date/time/frequency will be set at the first meeting with a minimum of four (4) meetings.
3. Work Sessions or meetings in the summer months may be scheduled as needed.

B. Agenda

1. Submission of Agenda items - Suggested agenda items needing action must be submitted to SSBC at least five (5) days prior to the regular meeting.
2. Agenda - The SSBC shall notify the public three (3) days prior regarding the time, place, and tentative agenda of the scheduled SSBC meeting.
3. Limitation - Action shall not be taken on any items not included on the official action item agenda. Items not submitted within the five day deadline may be added to the action agenda by a two-thirds affirmative vote of the SSBC.
4. The Chairperson may assign a timekeeper to ensure that all items are discussed within the time allowed.

C. Items on the agenda shall include in no particular order:

- Reading & Approval of prior meeting minutes
- Approval of the Agenda
- Public Comments
- Old Business
- New Business
- Principals Reports
- Student Reports - Middle School and High School
- PTA Report
- School Board Report

D. Protocol for Public Comments – except for spokespersons of delegations, persons addressing the SSBC will be allowed three (3) minutes each, 30 minutes total. Inappropriate comments include: grievances against a teacher/principal, attacks to character, and interruptions of the speaker.

Section VII RECORDS: Records of the SSBC shall be kept by the Chairperson as outlined in Section V.A.6. Approved minutes of the meetings will be sent to the District Superintendent and be available at each school office.

Section VIII BYLAW REVISION: The bylaws may be revised at any time but a complete review is recommended by the 3rd quarter. The bylaw revisions shall be reviewed at two consecutive meetings in which a quorum is present. The revisions may then be adopted by consensus of the members.

Section IX APPEALS: If the appeal is based upon an alleged violation of SSBC bylaw, the complainant shall place it on the Agenda at the next meeting of the SSBC providing the complaint has been submitted in a timely fashion as defined by Section VI.B. The complainant must specify the following:

- The nature of the violation,
- The specific bylaw and manner it was violated

- The action which is sought.

After reviewing the complaint, the decision of the SSBC will be returned to the complainant in writing. Those complaints believed to be in violation of KPBSD Board policy or State statutes can be referred to the District office.

Section X COMMITTEES: The SSBC will create committees as needed.

Section XI ANNUAL EVALUATION: The April meeting of each year will include a group examination of the year’s work.

Section XII ANNUAL LIST: Items to be considered and reviewed during the year may include:

- Review bylaws
- Identify meeting schedule (minimum of 4)
- Review school goals and improvement plans
- Develop SSBC goals for the year
- Define relationship/roles with other school groups
- Nominations/elections
- Review disciplinary procedures for the schools
- At the last meeting of each semester, review student activity funds
- Understand legislative priorities and budget process
- Participate, as appropriate, in the hiring/scheduling process
- Review assessments, provide input into school(s) goals
- Assist with the final report submitted by June 1 to the KPBSD Board.

Section XIII ANNUAL GOAL SETTING: The May meeting of each year will include writing SSBC goals for the upcoming school year. Items of instructional improvement, which may be considered, are defined by KPBSD School Board and include:

- In-service planning
- School Staffing plans
- Curricular initiatives/projects/new courses
- Identify and recommend capital improvement and maintenance projects
- Co-curricular activities
- School policies
- School budget
- Scheduling
- Preferred qualification/characteristics for staff hires

SSBC Chairperson Signature

Date

SSBC Secretary Signature

Date