

BYLAWS

Seward Schools Site Based Council
Revision December 2012

Mission Statement

Public school students in Seward area will matriculate in three schools before graduation. As the site based council we believe unity in comprehensive development of area school programs is essential. In that regard, the Seward Schools Site Based Council recognizes the school 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 council. 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 council, with fair representation from all schools, working as one decision making team.

Consensus Making Process

Decisions are made by consensus as opposed to votes, and so there must be a quorum present to have a consensus. A quorum is “a majority of filled positions,” or more than 50 percent of filled positions. The school council may decide an issue needs to be decided by a roll call vote of the council. However, the decision to call for a roll call must be made by the total consensus of the members present.

Composition of Seward Schools Site Based Council

The Seward Schools Site Based Council may include:

- Three (3) Principals—one from each building,
- Three (3) Teachers—one each from the elementary, middle, and high schools
- Three (3) Support Staff—one from each building,
- Eleven (11) Parents/Community—with not more than two non-parent community, member, ensuring that each segment of Seward’s schools is represented
- Three (3) Students— one each from the elementary, middle, and high schools
- One (1) PTSA—one PTSA, member will be elected to serve the council.
- One (1) member each from a recognized parent organization. i.e., Athletic Booster Club, Band and Choir Boosters etc.

Selection Process

- Principals—as assigned
- Teachers—elected yearly by the members of the KPEA in each building
- Parents—elected for staggered three year terms by the community at the municipal elections the first Tuesday in October,
- Students—elected yearly by each of the student councils,
- PTSA and other organizations —elected yearly as selected by their membership.

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Elected Seward Schools Site Based Council members may stand for re-election if they continue to meet the requirements of the position. Council members shall not be district board of education members. Parent and non-parent community members shall not be employees of the KPBSD assigned in any capacity, excluding temporary, short term hires i.e. substitutes. In the event of a mid-term absence the representative segment will appoint a person to fulfill the unexpired term.

Officers

All officers will be elected by a consensus of the Seward Schools Site Based Council at the first meeting following the October municipal elections.

- Chairperson—a parent who leads the meetings and develops the Seward Schools Site Based Council's meeting agenda.
- Vice Chairperson—any member who substitutes for the Chairperson when absent.
- Secretary—any member who keeps minutes of the meetings and is responsible for the correspondence of the board.

Agenda Setting

The agenda will be set forty-eight (48) hours before the scheduled meeting.

Items on the agenda shall include:

- Opening by 6:30; ending by 8:30 p.m.
- Reading & Approval of prior meeting minutes;
- Public Comments from the audience
- Student Reports - Middle School and High School
- Old Business
- New Business
- Principals Reports
- PTSA Report
- School Board Report
 - ◆ Reports will be limited to 10 minutes unless otherwise noted.

Meeting Frequency, Date and Time

- Seward Schools Site Based Council will hold regular meetings on a yearly rotating schedule between sites, at 6:30 pm and ending at 8:30 pm the second Thursday of each month from September through May.
- Work Sessions or meetings in the summer months may be scheduled as needed.

Record Keeping

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The Secretary will keep minutes of each regular meeting. A copy of the minutes will be maintained in permanent files by the principals of each building. A copy will also be sent to the Superintendent by the principals.

By-law Revision

The By-laws may be revised at any time. The bylaw revisions shall be read at two consecutive meetings in which a quorum is present. The revisions may then be adopted by consensus of the Seward Schools Site Based Council members in attendance at the two readings.

Seward Schools Site Based Council Committees

The Seward Schools Site Based Council will create committees as needed.

Annual Evaluation

The April meeting of each year will be devoted to a group examination of the year's work.

Yearly Goal Setting and School Involvement Functions

The May meeting of each year will be devoted to writing Seward School Site Based Council 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