

Site Based Decision Making Council By-Laws
Razdolna School



- 1) Name:
 - a) The name of this organization shall be Razdolna Site Based Decision Making Council ("The Council").

- 2) Council Philosophy Statement:
 - a) The Council, because of its strong belief in public education in Alaska, advocates continued improvement of instruction and facilities for all the students of Razdolna K-12 School. The Council believes this is best accomplished through communication among school staff, district office representatives, parents, students, and other community members. Through this cooperative effort, Razdolna School students will be prepared for adulthood in a safe and positive environment.

- 3) Council Purpose:
 - a) The purpose of the Council shall be to assist the Razdolna K-12 School Administration and Staff in the site based decision making process and to provide planning and recommendations for conducting and pursuing improvements in facilities and education at the Razdolna K-12 School.

- 4) Council Membership:
 - a) Composition - The Council shall be composed of the principal and those in attendance at each meeting.

- 5) Duties of the Council:
 - a) The Council is authorized and shall engage in the following 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:
 - i) The interviewing process
 - ii) In-service plans
 - iii) School staffing plans
 - iv) Curricular Initiatives/Projects/New Courses improvement and maintenance projects needs
 - v) Co-curricular activities
 - vi) School policies
 - vii) School Budget
 - viii) Scheduling
 - b) The Council shall on an annual basis, assist the instructional staff in setting forth student achievement goals with yearly performance targets based on the District's assessment policy and other indicators identified by

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the District. The Council will annually evaluate its performance in reaching the targets.

- c) The School District supports the concept 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 council.

6) Meetings:

- a) The Council shall meet at least quarterly at Razdolna School during the regular school year and as necessary when school is not in session.
- b) Meeting times and dates will be decided prior to the conclusion of the previous meeting in consideration of the varying work schedules of the Council members (utilizing the best information available at the time).
- c) Special meetings may be called by the Principal or any other three (3) members upon 72 hour notice to the other members.
- d) In points of question, the proceedings shall be governed by Robert's Rules of Order. Decisions, unless otherwise specified, shall be made by consensus (reference page 14 McNeil Canyon SBDM Bylaws).
- e) The Secretary shall maintain minutes of all Council meetings. The minutes shall be sent to the Superintendent of the Kenai Peninsula Borough School District.
- f) At the conclusion of each school year, the Principal shall prepare a report of goals and objectives accomplished for that year. Such reports shall be maintained in the Council files.
- g) Files shall be maintained at Razdolna School in the office of the Principal. These files will be available to all members of the Council, parents and other constituents.
- h) All meetings of the Razdolna SBDMC shall be held in open session and be accessible to the public.

7) Agenda

- a) Submission of agenda items: Suggested agenda items needing action must be submitted to the Secretary at least 7 days prior to regularly scheduled meetings.
- b) Agenda: The Secretary shall notify the public five days prior regarding time, place and tentative agenda of the scheduled Council meeting.
- c) Limitation: Action shall not be taken on items not included on the official action item agenda. Items not submitted under the 7 day deadline may be added to the agenda by a two-thirds affirmative vote of the Council body.

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

- 9) Bylaws Amendments:
 - a) The Council 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 Council at any regular or special meeting of the Council, provided that notice of intention to make, amend, alter, or repeal the Bylaws shall have been given thirty (30) days prior to such meeting.

- 10) Liability:
 - a) Nothing herein shall constitute members of the Council 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 Council member, officer, 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.

- 11) Non-discrimination Policy:
 - a) It shall be a policy of this Council that membership on the Council 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.