

# **Goshen SBDM**

## By-Laws



Goshen Elementary School at  
Hillcrest

1 Operational Procedure: **Authority of the Council and the Principal-1001/9003**  
\_\_\_\_ Management Function:  
\_\_\_\_ Programmatic:

Topic	Statement
a. Authority of the Principal	<p>The principal shall serve as the school's primary administrator and instructional leader and shall have the authority over management functions, not expressly chosen to be governed by the Council. The principal shall be responsible for implementing policies set by the Council and shall be responsible to the superintendent. The principal shall be responsible for supervising the work of committees appointed by the council. The principal or the central office staff has the authority to form committees in areas of management functions not chosen by the council as listed below:</p> <ul style="list-style-type: none"><li>• Assignment of Instructional and Non-Instructional staff time</li><li>• Determination of the Schedule of the School Day and Week</li><li>• Determination of Use of School Space</li><li>• Selection and Implementation of Discipline and Classroom Management Techniques</li></ul>
b. Authority of the Council	<p>The Council, pursuant to state law, is a policy making body. (Reference KRS 160.345)</p> <p>The council shall have the authority to set and monitor school policies chosen by the Council, as well as, those mandated by statute. These policies will provide an environment to enhance the student's achievement and help the schools meet the goals established by the Kentucky Education Reform Act of 1990.</p> <p>Outside of a legally called council meeting, no Council member, other than the principal, has decision-making or administrative authority. The Council shall have the authority to form the number and types of committees needed to carry out the policies set by the Council.</p>

Adapted: January 14 2003

Revised: January 17, 2012

Reviewed/Approved: October 17, 2018

Signature:

Signature: Lisa Peters, Ed.S., Principal

\_\_ 2\_ Operational Procedure: **Election of Council Representatives- 1002**

\_\_\_\_ . Management Function:

\_\_\_\_ . Programmatic:

Topic	Statement
a. Membership	The membership of the Goshen School council shall consist of the Principal, two parent representatives, and three teacher representatives.
b. Eligibility	Any certified staff member employed at least fifty percent of the workweek on an annual basis in the school, except the principal, associate principal, or assistant principal, shall be eligible to serve as a certified member on the Council and to vote in the election of certified Council members.  Parent members on the Council shall be the legal parent/guardian of a student(s) enrolled at the school and not be an employee of the school. (KRS 160.345(2)(a)) A parent may vote in the election of parent members if he or she is the legal parent/guardian of a student preregistered to attend the school during the term of office. Parent, for the purpose of this policy, is defined as a parent, stepparent, or a person who has legal custody of a student and with whom the student resides.
c. Election Process for Certified Staff Members	Written notice shall be provided by the principal, pursuant to this policy, as to the nomination process and eligibility for election to the School Council. The notice shall state when and where School council elections will occur. The notice shall be provided at least two weeks prior to the School council election. The election shall be conducted no later than April 30 <sup>th</sup> in the school year preceding the term for which the election is being conducted. The ballots shall be counted and reported to the principal by three teachers elected by the staff to count the ballots. The principal shall report the results to the superintendent.  Nomination for candidacy for a teacher position on the School Council shall require a nomination petition signed by at least three members of the eligible staff. No staff member may sign more than five petitions. Balloting for teacher seats on the School Council shall be by secret ballot.

---=2=---Operational Procedure: **Election of Council Representatives-1002**

\_\_\_\_\_ Management Function:

\_\_\_\_\_ Programmatic:

Topic	Statement
	<p>Teachers may vote for one candidate per teacher position. Candidates must receive a majority of the votes to be elected. The candidate for each Council position receiving a majority of the votes, with the highest number of votes, shall be declared elected. Tie votes require a new vote. In the event that three candidates do not receive a majority of the votes, any candidate for a position with the highest number of votes, with a majority, shall be declared elected and a new vote will be conducted to fill the remaining positions. Absentee ballots submitted prior to the election shall be permitted.</p>
d. Elections of Parent Members	<p>The principal shall provide written notice to the governing board of the Parent Teacher Association of the requirement to conduct an election for parent representatives. The PTA shall conduct the election of parent Council members.</p>
e. Term of Service	<p>Service will consist of (2) two-year parent terms, (1) one-year teacher term, and (2) two-year teacher terms. Parents and teachers may be re-elected.</p>
f. Vacancies	<p>Teacher or parent vacancies on the School Council shall be filled using the election process in this policy. Election for a vacancy shall be held within six weeks of the effective date of the vacancy. The term of office for a teacher or parent elected to fill a vacancy shall be the unexpired term.</p>
g. Campaigning	<p>Certified staff candidates may post campaign information in the teacher work room (lounge) of the school, distribute printed material in the faculty mailboxes at the school, and the principal shall provide time at faculty meetings) for candidates to orally present their qualifications and motives for Council service to faculty.</p>

.....:2--Operational Procedure: **Election of Council Representatives- 1002**

\_\_\_ Management Function:

\_\_\_ . Programmatic:

Topic	Statement
	<p>Parent candidates may post campaign information in a parent work area designated by the principal. The candidate shall pay for any campaign literature or material. No school funds may be expended for any expense related to campaign material for any candidate for the School Council.</p>
h. Minority Representation	<p>For the purpose of school-based decision-making, "minority" shall mean American Indian, Alaskan Native; African American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and central or South American origin; Pacific Islander; or other ethnic group underrepresented in the school. When the minority student enrollment at Goshen Elementary School reaches or exceeds eight percent (8%) of the total school population as determined by Kentucky Department of Education, at least one of the school council members shall be a minority parent, teacher, or principal.</p> <p>Enrollment in the school on the preceding October 1, shall be used to determine the(%) of minority students. Under these circumstances, if a Council is formed without a minority representative then one or two additional Council members shall be elected to the Council by the following method:</p> <ol style="list-style-type: none"><li>(1) The principal shall within five (5) working days from the election organize an election to select a minority parent and/or a minority teacher to the Council.</li><li>(2) Hold the election for minority representatives within ten(10) working days from the date of the election of other council members.</li><li>(3) The principal shall inform all parents of minority student enrollment in Goshen Elementary School of the election, purpose, time, date, and location. The notification may be made through phone calls, email or weekly Gator Mail.</li><li>(4) The principal shall inform minority teachers of the election process, time, date, and location.</li><li>(5) The principal shall call for nominations and prepare a ballot for both minority parents and</li></ol>

-----'2 Operational Procedure: **Election of Council Representatives-1002**

\_\_\_\_ . Management Function:

\_\_\_\_ Programmatic:

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Topic	Statement
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teachers.

- (6) The principal shall report the results of the election to parents, faculty and community.

If there is not a minority parent elected and there are no minority teachers who are members of the faculty or interested in the position, an additional teacher member shall be elected by a majority of all teachers.

Term limitations shall not apply for a minority teacher member, who is the only minority on faculty, as long as they continue to be interested in holding the position.

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Adopted: January 14, 2003

Signature

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Revised: January 17, 2012

Signature: Lisa Peters, Ed.S., Principal

Revised/Approved: October 17, 2018

3 Operational Procedure: **Operating Council Meetings -1003**  
\_\_\_ Management Function:  
\_\_\_ Programmatic:

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Topic	Statement
a. Types	<p>Council members shall attend three (3) types of meetings:</p> <ol style="list-style-type: none"><li>(1) Regular-meetings held on a set day of the month and at a set time of day.</li><li>(2) Special - meetings scheduled, as they are needed between regular scheduled meetings.</li><li>(3) Training - meetings designed for council members to acquire knowledge and/or develop skills.</li></ol> <p>Special meetings may be called by the principal at his/her discretion or upon the request of three council members.</p>
b. Schedule of Meetings	<p>The Goshen Elementary school Council shall annually establish a schedule of meetings for the coming year at a regularly scheduled meeting in August. The length of a meeting shall not exceed two (2) hours unless the council agrees to extend the meeting to complete the agenda. If the end of a meeting has not addressed agenda items, a special meeting shall be called to complete the unfinished business.</p>
c. Agenda	<p>Each regular and special council meeting shall operate by an agenda. The chairperson shall form the agenda with items provided by council members. The council, at the beginning of the meeting, shall approve the agenda. Other items may be added to the agenda with approval from the council. The agenda for regular meetings shall be written and disseminated to council members. Teachers and executive officers of the PTA shall be informed of special meetings by the most convenient method. In the event that the principal's position is vacated prior to the selection of a successor, the Superintendent shall appoint an acting principal until the new principal is chosen. The acting principal shall serve as the chairperson for any other matters considered by the Council, until the new principal is selected.</p>
d. Chairperson	<p>The principal shall serve as chairperson at all meetings. The council shall not meet in the absence of the principal. The responsibilities of the principal as chairperson shall not be</p>

3 Operational Procedure: **Operating Council Meetings - 1003**  
---'Management Function:  
\_\_\_ Programmatic:

Topic	Statement
	delegated to any other member of the council or any other person.
e. Decision Making	<p>The method of making decisions and adopting policies shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide each member ample opportunity to be heard, and make a final decision that can be supported by the group. If a Council member feels a conflict of interest in a proposed action of the council, that member may remove himself or herself from the discussion and the decision making process.</p> <p>In the event consensus cannot be reached, no decision will be made and a policy will not be adopted. The principal will therefore address the situation in question under the directive of district policy.</p> <p>When deadlines are set by Board policy, which have an impact on decisions made by the council, and when the Council is unable to reach consensus regarding these decisions, the principal shall be responsible for making these decisions.</p>
f. Quorum	Four (4) members of the council, including at least one teacher and one parent member, shall constitute a quorum for the transaction of business.
g. Minutes	Minutes of all regular and special council meetings shall be recorded in writing and kept on file in the principal's office. Minutes shall be stored in a minute book. Minutes of the previous meetings shall be reviewed and approved by the Council at the beginning of each meeting.



3 Operational Procedure: **Operating Council Meetings - 1003**  
\_\_\_ Management Function:  
\_\_\_ Programmatic:

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Topic	Statement
h. Open Meetings	The meetings of the Council, at which any public business is discussed, or at which any action is taken by the Council, are declared to be public meetings, open to the public at all times, except for discussion of proposed or pending litigation against or on behalf of the council, to allow the principal to confer with the Council on recommendations for employment, or to allow the council to deliberate on the selection of a principal. All decisions made by the council shall be made in open session. The Council shall abide by the state's open meetings law. (KRS 61.810)
i. Input from Non-Council Members	Those who are in attendance at the council meetings, who are employees of Goshen Elementary School, parents/guardians of Goshen Elementary School students, shall be provided an opportunity to discuss policy issues under consideration by the council by the following procedures: <ol style="list-style-type: none"><li data-bbox="714 1092 1425 1281">(1) Sign-in sheets will be provided, by topic, for those persons designated above to indicate their desire to speak to an issue on the agenda. Speakers are to register as they arrive at the meeting to determine order of speaking.</li><li data-bbox="714 1281 1425 1428">(2) Expressions are limited to the time allocated by the chairperson, based upon the number of persons wishing to speak and the time available within this agenda.</li><li data-bbox="714 1428 1425 1638">(3) Expressions must be germane to the topic and within the authority of the council. Public criticism of individual students or staff members is discouraged. Concerns about individuals are to be expressed to the individual, or their immediate supervisor.</li><li data-bbox="714 1638 1425 1785">(4) Public expressions are not a question and answer period. Speakers who express questions will have the question noted with follow-up by the appropriate school staff.</li><li data-bbox="714 1785 1425 1900">(5) Council members with the chairperson's approval may ask for additional information from audience members.</li></ol>

3 Operational Procedure: **Operating Council Meetings - 1003**  
---'Management Function:  
\_\_\_ Programmatic:

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Topic	Statement
J. Recording Secretary	The council shall provide a qualified person to serve as recording secretary who shall be responsible for: (1) Recording in writing all minutes of meetings (2) Informing the public, staff, and PTA President (3) Processing minutes (4) Typing and disseminating summary reports (5) Preparing the meeting (6) Supplying materials for the meeting (7) Filing minutes in the minute book
k. Summary Reports	A summary of the actions taken by the council shall be reported to all teachers, executive officers of the PTA and the superintendent. The report shall be disseminated within three (3) working days from the date of the meeting. The reporting process can include posting minutes in building, uploading on school website and/or any means available for immediate access.

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Adopted: January 14, 2003  
Revised: January 17, 2012  
Revised/Approved: October 17, 2018

Signature:  
Signature: Lisa Peters, Ed.S., Principal

- 4 Operational Procedure: **Committee System- 1004**  
\_\_\_\_ . Management Function:  
\_\_\_\_ Programmatic:

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Topic	Statement
a. Standing Committees	<p data-bbox="506 447 1425 657">Standing committees shall make recommendations to the Council with the Council having the final authority. The Council can choose to adopt committee recommendations at the same meeting in which they are presented. It is desirable that all recommendations are presented to council by the February meeting. Two readings of recommendation are not required.</p> <p data-bbox="506 695 1425 940">Each Standing Committee may consist of at least five (5) – eight (8) members with a maximum of ten (10) members . It is desirable that each committee include a classified staff member if a volunteer can be found. It is also desirable that each committee includes a Team Leader member, for informational reporting about the CSIP. All certified staff members, other than SBDM Council Members, shall serve on at least one school committee, as assigned by the Principal.</p> <p data-bbox="506 978 1425 1188">All standing committees may be formed by the Council Chairperson and approved by the Council, no later than its September meeting. During the September meeting, the Council will discuss and approve a charge, for each committee. Each committee will report its meeting dates/times/location for the school year to the Council within two weeks after their first official meeting.</p> <p data-bbox="506 1226 1425 1331">Titles and responsibilities of all standing committees shall be disseminated to all parents, with a form for them to record their interests in assignments.</p> <p data-bbox="506 1369 1425 1436">Standing committees may consist of the following committees by title:</p> <ol data-bbox="548 1436 1425 1711" style="list-style-type: none"><li>1. Assessment Committee</li><li>2. Curriculum Committee</li><li>3. Instructional Practices Committee</li><li>4. School Climate Committee</li><li>5. Student Support Committee (Intervention/Gifted)</li><li>6. Consolidated School Improvement Plan<ol data-bbox="597 1646 1425 1711" style="list-style-type: none"><li>a. The CSIP Committee will be comprised of Team Leaders selected for the school year.</li></ol></li></ol>

- 4 Operational Procedure: **Committee System - 1004**  
\_\_\_ Management Function:  
\_\_\_ Programmatic:

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Topic	Statement
b. Committee Assignments	The Principal will assign to each team a representative from all grade levels to comprise a complete committee. The Principal shall approve the final assignments.
c. Ad Hoc Committees	Ad hoc committees shall be formed to complete specific tasks not completed by standing committees. Once the task is completed, the committee shall be abolished. Ad hoc committees shall be formed by the chairperson of the Council, with approval from the council. The size of committees and representation shall be determined by the Council.
d. Term	Standing committees shall serve for one year beginning July 1 and ending June 30. Ad hoc committees shall serve until they are abolished, not to exceed one year.
e. Decision Making	All committees shall use consensus as the method of making decisions.
f. Quorum	Two-thirds (2/3) of the members of the committee must be present for the committee to make a decision, with at least one teacher and desirable to have at least one parent present. (desirable but not mandatory)
g. Open Meetings Input from Non-Committee Members	All committee meetings shall be open to the public except when personnel, legal issues affecting the committee, or rights-to-privacy issues are under consideration. Under one or more of these conditions, a committee may go into executive session. All decisions made by committees shall be in an open public meeting. Those who are in attendance at committee meetings, who are employees of Goshen Elementary School, parent/guardian of Goshen Elementary School students, or residents of Oldham County, shall be provided an opportunity to discuss committee issues under consideration by the committee by the following procedures: <ol style="list-style-type: none"><li>1. A sign-in sheet will be provided by topic for interested parties to indicate their interest in speaking on an issue, which is on the agenda.</li><li>2. Based on the number of identified speakers, the chairperson shall determine the procedures for hearing representation on both sides of the issue. The chairperson may determine the number of speakers for both sides and the cutoff time for public expression.</li></ol>

- 4 Operational Procedure: **Committee System - 1004**
- \_\_\_ Management Function:
- \_\_\_ Programmatic:

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Topic	Statement
	3. Input/Reactions must pertain to the topic and within the committee's responsibilities.

h. Minutes      All committees shall keep minutes of all meetings and shall file approved minutes within five days of their approval in a minute book. This book shall be made available to the public in the school's administrative offices. A summary report of the meeting shall be distributed to committee members, Office Manager and Council Chairperson and posted on the school website within five (5) days of the meeting.

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Adopted	February 4, 2003
Revised/Approved	February 21, 2012
Revised/Approved	January 22, 2019 Signature: Lisa Peters, Ed.S.,Principal
Revised/Approved	October 15,2019 Signature: Ryan Rodosky, Principal
Revised/Approved	January 25, 2023 Signature: Dr. Ryan Rodosky, Principal

\_\_\_ Operational Procedure:  
--=-1\_ Management Function: **Code of Ethics- 1005**  
\_\_\_ Programmatic:

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Topic	Statement
a. Code of Ethics (defined)	The Code of Ethics will be a statement of professional standards that the Council will follow as it makes decisions affecting the children served by the school. The Code of Ethics will reflect the values and the commitment of the council Members.
b. Review	The Council will review the Code of Ethics at the first meeting of each year. Revisions shall be made as needed to better reflect the values of the Council members.
c. Commitment	The Council members will demonstrate their commitment to the Code of Ethics by affixing their signature to a copy of it, which will remain with the official minutes of the council's actions.

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Adopted: February 4, 2003  
Reviewed: February 21, 2012

Signature:  
Signature: Lisa Peters, Ed.S., Principal

5 Operational Procedure: **Appeals Process - 1006**  
\_\_\_\_ Management Function:  
\_\_\_\_ Programmatic:

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Topic	Statement
a. Request	For a person(s) to appeal a decision of the council or file a grievance he/she must first request in writing an opportunity to be heard and shall include all information about the grievance issue.
b. Schedule	The Council shall schedule a hearing within thirty (30) working days from the date the request is received. The person appealing shall be informed of the hearing by registered letter.
c. Hearing	The person appealing may be represented by legal counsel and may call witnesses, as long as the testimony is germane to the issue. The Council may also be represented by legal counsel and may also call witnesses. The complainant shall be provided the option of a closed or open hearing. Safeguards, such as using generic names, etc. will be used in the event an open hearing will result in the disclosure of confidential information about a specific person, who is not the complainant.
d. Decision	The Council shall consider the merits of the complaint, review the testimony and other evidence, and make a decision, respond in writing to the complainant, within 60 days of the hearing.
e. Report	A copy of the written grievance or appeal, and a reply by the Council, shall be provided to the superintendent.

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Adopted: February 4, 2003  
Reviewed: February 21, 2012

Signature:  
Signature: Lisa Peters, Ed.S., Principal

**6** Operational Procedure: **Policy Development and Review - 1007**

\_\_\_\_\_ Management Function:

\_\_\_\_\_ Programmatic:

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Topic	Statement
a. Council Governance	All activities and decisions of the council shall be governed by policies set by the Council. Policies shall include both operational procedures and management functions chosen by the council. All policies set by the Council shall be consistent with state statutes and board policies.
b. Adoption	All policies shall require two readings before they are adopted. No policy shall be adopted by the Council at the meeting in which the policy is introduced. All new and revised policies shall be reviewed by the school district attorney, prior to adoption or amendment. All operational procedures and management function policies shall be provided for review by the superintendent.
c. Policy Review	The Council shall annually review policies, as needed, and make any changes that will improve the educational opportunities for the students of Goshen Elementary School. Revisions shall be made, as needed, in order to more effectively serve our students, staff, and community.

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Adopted: February 4, 2003  
Reviewed/Revised: February 21, 2012

Signature:  
Signature: Lisa Peters, Ed.S., Principal



Operational Procedure:  
2 Management Function: **School Planning - 1008**  
Programmatic:

Topic	Statement
a. Comprehensive School Improvement Plan (defined)	A plan-of-action for the year beginning July 1 and ending June 30, with a description of goals and objectives relating to continuous school improvement, over a three year time period focusing on the functions that the School Council has set as priorities.
b. Standing Committee	<p>The Comprehensive School Improvement Planning (CSIP) Committee shall develop and/or revise the plan, which shall be submitted to the council for approval, prior to the beginning of the three-year period covered by the plan.</p> <p>The committee shall be responsible for the following:</p> <ol style="list-style-type: none"><li>1. Assessing needs</li><li>2. Obtaining input from faculty and parents</li><li>3. Setting priorities</li><li>4. Developing goals and specific outcomes</li><li>5. Developing action plans</li><li>6. Developing a timeline for implementation</li><li>7. Developing a budget</li></ol>
c. Needs Assessment	The CSIP Committee, with the assistance of the SBDM committees, shall identify the most pressing needs of the school as related to student achievement. The appraisal of school instructional program effectiveness, the use of technology, and alignment with established district and state standards, shall also be considered. The needs assessment shall be conducted both informally and formally with input from the faculty, staff, and parents.
d. Plan Format	The CSIP shall be driven by goals. Each goal shall be justified by needs statements and each goal shall be subdivided into objectives with measurable outcomes, actions to be taken, persons responsible for actions, a timeline, and cost projections.
e. Approval	The CSIP shall be submitted for approval by the Council after it has received the consensus endorsement of the CSIP Committee.

\_\_\_ Operational Procedure:  
\_\_\_ 2 Management Function: **School Planning - 1008**  
\_\_\_ Programmatic:

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Topic	Statement
£ Reporting	A copy of the CSIP shall be provided to the superintendent, the president of the PTA, and each teacher, via the school and EProve website. CSIP is available for all stake holders.
g. Monitoring	Assigned individuals (Lead Teachers) shall be responsible for the monitoring of the implementation of the plan and reporting to Council.
h. Status Report	The principal shall develop, as needed, an annual report on the status of the implementation of the plan for the Board of Education.

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Adopted: November 11, 2003  
Revised: February 21, 2012  
Revised/Adopted: March 19, 2019

Signature:  
Signature: Lisa Peters, Ed.S., Principal  
Signature: Lisa Peters, Ed.S., Principal

**7** Operational Procedure: **Review of Challenged Instructional Material-2001**  
\_\_\_\_.Management Function:  
\_\_\_\_ Programmatic:

Topic	Statement
a. Request for Review	<p>The review of instructional material, including textbooks, supplementary materials, and library books, on the basis of citizen concerns, will be conducted in response to a properly filed request. Form for such requests will be made available at the Principal's Office. The request shall include a statement of reason for objection and a statement of desired action regarding the material.</p> <p>In the event of a citizen complaint regarding instructional materials, freedom of information and professional responsibility shall be the guiding principles. However, the principal may temporarily withdraw the material pending a decision of the Council. Additionally, individuals may be assigned other materials in lieu of those being challenged.</p>
b. Review Committee	<p>The Principal shall establish an ad-hoc Review committee, composed of the principal, the Media Specialist, and members of the curriculum committee.</p> <p>The following steps shall be taken by the Review Committee:</p> <ol style="list-style-type: none"><li>1. Read or examine the materials in question</li><li>2. Conduct a check of the acceptance of the materials in professional reviewing media and of teacher rationale for the selection of the material</li><li>3. Make a value judgment concerning the materials as a whole, and not on parts taken out of context</li><li>4. File its written decision with the Principal and send a copy to each member of the School Council</li></ol> <p>The principal shall then inform the complainant in writing of the committee's decision within ten (10) school days.</p>
c. Appeal	<p>Within ten (10) school days, after the complainant has been informed of the committee's decision, the complainant may appeal the decision in writing, to the School Council.</p>

7 Operational Procedure: **Review of Challenged Instructional Material-2001**  
\_\_\_ Management Function:  
\_\_\_ Programmatic:

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Topic	Statement
d. Appeal to the Board	<p>Upon receipt of the appeal, the School Council will review the challenged material, the challenge request form, the decision of the Review committee, and any pertinent information relating to the material at its next regularly scheduled meeting. The School Council may arrive at its decision at this meeting, or delay the decision to collect additional information, until the following meeting. The School Council shall notify the complainant of its decision at a date no later than five (5) days following the second meeting.</p> <p>The decision of the School council may be appealed to the Superintendent and the Board of Education by the process established by O.C.B.E. policy 1070. In the event of an appeal, the Council will forward all the information related to the challenge to the Superintendent and the Board of Education.</p>

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Adopted: November 11, 2003  
Reviewed: March 20, 2012

Signature:  
Signature: Lisa Peters, Ed.S., Principal

Operational Procedure:  
3 Management Function: **School Budget - 3001**  
;Programmatic:

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Topic	Statement
a. Budgeting Process	A school budget shall be prepared annually based on the allocation from the Board. All funds received by the school from the board shall be included in the budget. The budget shall be prepared on forms approved by the Superintendent.
b. CoWicil Approval	The principal, with the input from stakeholders, shall submit and recommend a draft budget within the allocation level approved by the Board for the coWicil's consideration. The principal shall recommend approval of the annual school budget, by the CoWicil, on or before March 31, of the preceding year, or not later than, three weeks after receipt of notice of final allocation of funding from the Board.
c. Expenditures	Expenditures of funds allocated to the school shall be pursuant to all fiscal policies of the Board. Funds may be moved from one activity account to another only with the approval of the principal. The principal shall approve expenditures and all expenditures shall not exceed appropriations.
d. Audit	Accounting for funds shall be pursuant to all fiscal and audit policies of the Board. The audit shall be reported to the CoWicil.

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Adopted: November 11, 2003  
Revised/Approved: March 19, 2019

\_\_\_\_\_  
Signature:  
Lisa Peters, Ed.S. Principal

Operational Procedure:

14 Management Function: **ESS-Extended School Services -4009**

Related to: KRS 158:070, 704 KAR 003:390, OCBE Policy

Programmatic:

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Topic	Statement
a. Rationale/Program Description	<p>Goshen Elementary is committed to assisting all students with academic deficiencies consistent with students' intervention or individual learning plans.</p> <p>The SBDM Council will determine when and how services will be provided based on the resources available from district/state ESS funds.</p>
b. Eligibility	<p>Per district policy, student eligibility will be based on the following methods:</p> <ul style="list-style-type: none"><li>• Teacher recommendation</li><li>• Academic performance data, including diagnostic, formative and summative assessments</li><li>• Behavioral and developmental progress as documented on informal and formal assessments</li></ul>
c. Student Selection/ Services	<p>Students demonstrating the greatest need will be given priority. Students serviced through ESS will be monitored closely to determine progress.</p>
d. Parent Notification	<p>Parents of eligible students will be notified through parent/teacher conferences or teacher communication. Parents will receive feedback outlining their student's progress towards their learning goals.</p>

- The building principal must approve any deviation to the above guidelines.

Adopted: November 11, 2003  
Revised/Approved: March 19, 2019

Signahue- T jsa Peters, Ed S  
Signature: Lisa Peters, Ed.S. Principal

- 10 Operational Procedure: **Selection of a Principal upon Vacancy-5001**  
- - -' Management Function:  
\_ \_ \_ Programmatic:

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Topic	Statement
a. Criteria	Once the vacancy has been verified by the superintendent, the council shall develop a set of criteria for selection of a principal and communicate in writing to the superintendent the criteria to be used in the screening process. The council shall get input from teachers, staff, and parents in the development of criteria by the most convenient method(s). The selection criteria shall be kept confidential.
b. Plan	The council shall develop a written plan for selecting a principal and shall disseminate the plan to teachers and leaders of the parent organization. The plan shall include: <ul style="list-style-type: none"><li>- The screening process to be used by the council</li><li>- A timeline for the total selection process</li></ul>
c. Acting Principal	In the event that the principal's position is vacated prior to the selection of a successor, the Superintendent shall appoint an acting principal until the new principal is chosen. The acting principal shall serve as the chairperson for any other matters considered by the Council, until the new principal is selected.
d. Selection	The Council will interview candidates submitted from the Superintendent. The Superintendent, or his designee, will serve as the chairperson of the Council. The selection will be a majority vote (not a consensus) and the vote will take place in open session. The Superintendent or his designee shall have voting rights during the selection process. No principal who has been previously removed from a position in the district for cause may be considered for appointment as principal.
e. Council Responsibilities	In addition to developing a plan for selecting a new principal, the council is responsible for: <ul style="list-style-type: none"><li>(1) Reviewing written information on each candidate (i.e., resume, application, and written responses to questions relating to the principalship)</li><li>(2) Selecting candidates to be interviewed</li><li>(3) Developing questions to be used during the interview</li></ul>

10 Operational Procedure: **Selection of a Principal upon Vacancy-5001**  
\_\_\_ Management Function:  
\_\_\_ Programmatic:

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Topic	Statement
	(4) Developing a rating system (5) Interviewing candidates (6) Rating each candidate interviewed (7) Selecting the candidate to serve as principal (8) Selecting a trainer to provide the council with training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal.
f. Confidentiality	Information about the merits and discussion of each candidate shall not be shared outside of the council. The executive session provisions of the open meeting law shall be used as appropriate to maintain confidentiality.
g. Reporting	The council shall report its choice of principal to the superintendent in writing.

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Adopted: December 2, 2003    Signa  
Revised/Adopted: November 11, 2011    Signature: Lisa Peters, Ed.S., Principal



- 11 Operational Procedure: **Selection of School Personnel - 5002**  
\_ \_ \_ Management Function:  
\_ \_ \_ Programmatic:

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Topic	Statement
a. Vacancy	The principal shall inform the superintendent of any resignation by a school employee assigned to his/her school. The superintendent shall determine whether or not the position is vacant.
b. Criteria	Once a certified position has been identified as vacant, either by resignation or a new position, the principal shall develop a set of selection criteria with input from the council and teaching team where the vacancy exists. The same procedure shall apply to non-teaching staff such as counselor or assistant principal.
c. Interview	<p>The Human Resource Department will provide a slate of candidates for each certified position through the Oldham county School Recruiter system. The principal shall select candidates to interview after reviewing applications and references. An ad hoc committee consisting of relevant role groups including at least one available Council member, of the relevant role group shall be formed by the principal to interview finalist candidates and make recommendations to the superintendent</p> <p>All interviews and selection of classified employees may be completed by the principal without input from an interview committee. However, the principal may form ad hoc committees to assist with the selection of classified employees.</p>
d. Emergency Situation	In any case when an emergency is declared, interviews and selection of certified employees may be completed by the principal without input from an interview committee. Emergency shall be defined as the need to employ a person at a time when ad hoc committee members or faculty members are not available to assist with the interviews of candidates, or when immediate commitment to a candidate is needed in order to assure employment of the candidate. The principal shall make every effort to get input into the employment of certified school employees.

- 11 Operational Procedure: **Selection of School Personnel - 5002**  
\_\_\_ Management Function:  
\_\_\_ Programmatic:

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Topic	Statement
e. Consultation	The principal shall confer with council, discussing the decision and reviewing information about the candidates prior to making the final choice for filling a vacancy. If a quorum of the members of the school council is not available, at a special called meeting, for the primary purpose of conducting consultation in the filling of a vacancy, the principal may conduct consultation with those members present.
f. Selection	The principal shall make the final choice for filling a vacancy and recommend the choice to the superintendent in writing.

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Adopted: December 2, 2003                      Signature  
Revised/Adopted: November 11, 2011 Signature: Lisa Peters, Ed.S., Principal  
Revised/Adopted: August 23, 2022    Signature: Dr. Ryan Rodosky, Principal