

North Washington Elementary School

Council Bylaws, 2024-2025

Article I—Purpose

The purpose of the North Washington Elementary School’s Bylaws is to provide the school council with a set of operational guidelines with which to function effectively, and therefore improve student achievement.

Article II—Mission

The mission of the North Washington School Council is to set school policy and make decisions that will provide an environment to improve student achievement, and which will enable the teachers and parents to impact the educational process.

Article III—Membership

A. Composition

The school council shall consist of the principal, three (3) teacher representatives, and two (2) parent representatives. The principal shall serve as the chairperson of the school council.

If the schools’ total minority enrollment reaches 8 percent or more as of the preceding October 1 and no minority representative was elected in the initial elections, a special election shall be conducted by the principal. The principal shall call for nominations and notify parents of the time, date, and location of the special election.

If a special election is needed to elect a minority teacher representative, the teachers shall select a minority teacher from the school’s staff to serve as minority teacher representative. If any or all of the minority teachers on staff are unable or unwilling to serve, then the position remains vacant. If no minority teachers are on staff at the school, the teachers shall select a non-minority teacher to represent the interest of the minority students in the school.

North Washington School council membership shall be as follows:

- Principal (chairperson)
- 3 Teachers
- 2 Parents
- 1 Minority Parent (if required)
- 1 Minority Teacher (if required)

B. Requirements for Membership

Teacher representatives include all certified staff assigned to the school that possesses the required certification from the Educational Professional Standards Board. This includes all full time and part time (i.e. itinerant) as well as school counselors and library media specialist. Administrative personnel (e.g. principals, assistant principals, head teachers) may not serve as a teacher representative of the school council.

Parent representatives include any parent (i.e. biological parent, stepparent, foster parent, any person with legal custody of a student pursuant to court order and with whom the student resides) who has a child enrolled in the school during the term of service on the school council. Parents who are nominated for parent representative for the school council and/or who wish to vote in the school council elections must have a child “preregistered to attend” the school for next year. Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative offices.

Anyone who has a business interest in the school as designated by KRS 45A.340 may not serve on the school council.

All school council representatives are required to complete annual training. New school council representatives (i.e. those with less than one year of service) must complete six (6) hours of training on the process and implementation of SBDM from a Kentucky Department of Education endorsed trainer. Experienced members (i.e., those with more than one year of service) must complete three (3) hours of training. Experienced council members may choose from a list of training sessions based on individual need. The school council will prepare a written request for training and present it to the Washington County Board of Education for payment.

C. Elections

The SBDM Chairperson will ensure that parent and teacher elections are conducted before the end of May.

See Appendix A

School council representatives can serve an unlimited number of terms as long as they continue to meet the eligibility requirements and are elected annually by their constituency.

D. Removal of Members

The Kentucky Commissioner of Education may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance. A member of the school council may be removed from the school council for cause, after an opportunity for hearing before the Washington County Board of Education, by a vote of 4/5 of the membership of the board of education, after the recommendation of the commissioner of education pursuant to KRS 156.132. Written notices setting out the charges for removal shall be included in the minutes of the board and given to the member of the school council.

E. Filling Vacancies

If a member of the school council resigns or is removed from office, another member shall be elected within one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term (June 30) and then be eligible for re-election.

F. Terms of Office

The terms of parent and teacher members shall begin on July 1st and end on June 30th.

Article IV—Duties of Chair and Council Members

A. Chair

The principal shall be the chairperson of the school council. Duties of the chair include:

- Conducting school council meetings;
- Organizing and maintaining council records by maintaining minutes of meetings and forwarding a copy to the district SBDM liaison after approval by the school council;
- Stating when a consensus is present for the record;
- Coordinating standing and ad hoc committees and monitoring committee progress;
- Carrying out any additional responsibilities as stated in by-laws; and
- Maintaining a file of all correspondence addressed to the school council.

B. Vice-Chair

The vice-chair will be chosen by consensus from within the council membership. The vice-chair will act as chair in the absence of the chair.

C. SCHOOL COUNCIL MEMBERS

Duties of council members include:

- Knowing and adhering to the mission, philosophy, and goals of North Washington School;
- Attending all school council meetings;
- Encouraging and requesting opinions from their constituencies; and
- Supporting, promoting, and communicating school council decisions.

ARTICLE V – SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

- Regular meetings will be held in the school office at a time and day of month suitable for the new panel of officers elected for the upcoming year. However, in choosing the time, officers shall be mindful of the time being suitable for parent and teacher participation as well.
- School Council meetings shall be open to the public.
- The principal shall provide local news media of the school council's regular meeting schedule for the year in July and provide notification of the school council's meeting time and agenda at least one week in advance of each regular meeting. The principal shall notify teachers three days in advance of each school council meeting, to include the time, place, and agenda items. The principal shall notify the school community by notice posted on the bulletin board in the school foyer at least three days in advance of the meeting.

B. SPECIAL MEETINGS

If needed, the chairperson or a majority of the school council members may call a special meeting. The following steps must be completed when a special meeting is called:

- Written Notice: The chairperson shall prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for each meeting.
- Delivery of Notice: The chairperson shall arrange for the notice to be delivered to each school council member and to any media organization that has requested notice of the school council meetings. The delivery can be by hand, fax machine, mail or email if requested. The meeting notice must be received by the members at least twenty-four hours prior to the time of the meeting.

- Post of Notice: The notice for the special meeting shall be posted by the chairperson on the bulletin board in the school foyer at least 24 hours prior to the time of the meeting.

In addition to these requirements, the principal shall announce to teachers the time and the reason for the special called meeting at least 24 hours prior to the meeting.

ARTICLE VI – CONDUCT OF MEETINGS

A. QUORUM

A quorum is defined as a time when a majority of the school council members are present. No school council business shall be discussed or conducted unless a quorum of school council members is present.

B. ATTENDANCE AT MEETINGS

School council meetings are open to the public and all interested persons can attend, except for those portions that are conducted as closed session.

C. CLOSED SESSIONS

By definition a closed session of a regular or special meeting of the school council occurs when the school council member's discussions are not made public. The school council may meet in closed session for the following reasons: (1) to discuss proposed or pending litigation; or (2) to discuss candidates for a personnel vacancies and/or consultation in filling vacancies. Before closed session can be conducted, the following steps must be taken:

- 1) Notice given in open session for the need of a closed session discussion, stating the reason(s);
- 2) a motion, second and council vote (e.g., saying "I");

During the closed session, only the business stated in the announcement can be discussed with no action taken. Details discussed in closed session shall not be discussed outside the closed session. After full discussion of the issue in closed session, the council must return to open session where it may take any official action on the matter. Any action taken must be recorded in council minutes.

D. AGENDA

The chairperson shall prepare an agenda for each council meeting, including items submitted in writing for inclusion by the public, staff, parents, and other school council members. The chairperson may declare any item received as not within school council authority.

Each agenda shall include the following items:

- Review and approval of previous meeting minutes;
- An opportunity for public comment;
- Committee reports;
- Update on items in the school improvement plan (Implementation and Impact Check);
and
- Report on budget expenditures.

E. DISCUSSION OF AGENDA ITEMS

The school council shall discuss each agenda item before a decision is made. Each school council member shall be given an opportunity to express his or her opinion on the item. Other persons attending the meeting may be recognized by the chairperson and may address the school council as the chair calls upon them to speak. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the school council.

For public comment, the chair may require a sign-in sheet, and set limits on the number of persons who will speak to the issue and a time limit for each.

F. DECISION MAKING PROCESS

All business and decisions of the school council will relate to the school's mission and purpose to improve the instructional program and/or further the goals in the school improvement plan. The school council will make decisions by consensus except as otherwise designated by Kentucky statute. When consensus is not attained, Council will refer the item to a committee for further study. Committee findings will be reported at the next regular-called Council meeting.

No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study. All newly proposed policies or policy changes will be referred to the appropriate committee for review. All decisions and policies officially adopted by the North Washington School Council will be reported to the Washington County Board of Education and superintendent through the district SBDM coordinator.

ARTICLE VII – MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES KEPT AND APPROVED

Minutes shall be kept by the designee at each school council/committee meeting. The minutes shall reflect an accurate record of actions and votes taken at a school council and/or committee meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.

If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes kept on file in the library for public inspection and filed in the school council's policy manual. The minutes of the school council shall not be open to public inspection immediately after they are approved. A preliminary copy of the minutes for all school council meetings will be provided to certified and classified staff in written form within 72 hours of the adjournment of the meeting. The principal will forward an official copy of the minutes to the superintendent and SBDM district coordinator, and keep an official copy on file in the school. A copy of the official minutes will be posted on the bulletin board in the foyer by the chairperson.

B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION

The following are official documents that must be kept on file for public inspection in the school office:

1. School council minutes and agendas;
2. Committee minutes and agendas;
3. School improvement plan;
4. School council policies and bylaws;
5. School council budget documents;
6. School council and committee membership lists; and
7. Official correspondence.

C. REQUESTS FOR COUNCIL RECORDS

Requests for council records must be made in writing to the principal. Requests must include specific documents and dates. The fee for copying of council records shall be 10¢ (\$0.10) per page. School council bylaws, policies and the school improvement plan shall be posted on the school's Web page in pdf format.

The requested records must be provided to the person making the request within three business days. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.

School council records will be available for inspection during the regular school hours. The chair shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered.

ARTICLE VIII – APPEALS

BOARD POLICY

Appeals are in accordance with Washington County Board of Education policy.

ARTICLE IX – AMENDMENTS

A. AMENDMENTS TO COUNCIL BYLAWS AND POLICIES

These bylaws may be amended after a first and second reading at two consecutive school council meetings by majority vote of the school council. Policies will be reviewed annually.

Appendix A

Elections

Parent representatives conduct their own elections. Annual elections shall be conducted each May by the school's largest parent organization. Parents shall determine the procedures for their parent elections. The process that parents *may* use to elect their representatives may address the following areas: nomination, preparation of ballot, elections, and absentee ballots. A representative of the parent organization shall notify the principal in writing of the two parents elected within 24 hours of the final vote, and shall deliver all election materials to the principal the next business day after the election.

Teacher representatives conduct their own elections. Annual elections shall be conducted each May for the purpose of electing three teacher council members. Teacher shall determine the procedures for their teacher elections. The process that teachers *may* use to elect their representatives may address the following areas: nomination, preparation of ballot, elections, and absentee ballots. A representative of the teachers shall notify the principal in writing of the three teachers elected within 24 hours of the final vote, and shall deliver all election materials to the principal the next business day after the election.