

School Based Decision Making Council BYLAWS



I. PURPOSE

The purpose of the James A. Caywood Elementary School Council is to address the academic, social and emotional needs of our students in order to set school policy that will enhance student achievement and help each student meet the goals established by the council, consistent with state law. The school council will assess, monitor, and evaluate the policies and programs of James A. Caywood Elementary School.

II. MISSION

James A. Caywood Elementary School's Mission

"To help all children achieve in a nurturing, safe, challenging environment, where families, staff, and community work together to ensure mutual respect and success."

III. Membership

A. COMPOSITION OF THE COUNCIL

The council shall consist of the principal, three (3) teacher members, and two (2) parent members. If the school reaches 8 percent or more minority student enrollment, and there is no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council. In the event a special election is needed, a minority teacher from the school's staff shall be elected by the teachers. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher.

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) may not serve as teacher representative of the school council.

Parent representatives The legal definition of parent (KRS 160.345 1.c.) allows biological parents, stepparents, foster parents, or persons who have court ordered legal custody to be nominated or to vote. Parent representative includes any parent who has a child enrolled in the school during the term of service on the school council. Parents who are nominated for parent representative on the school council and/or who wish to vote in 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 the annual training. New 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 to the Local Board of Education for payment.

C. Elections

Parent representatives conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May by the school's largest parent organization for the purpose of electing two parent council members. Parent elections may be by plurality vote (two parents with the highest member of votes) unless the parent organization bylaws require a majority vote. The president 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. Teachers 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.

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 a school council may be removed from the school council for cause, after an opportunity of the board of education, after the recommendation of the commissioner of education pursuant to KRS 156.132. Written notices setting out the charged for removal shall be included in the minutes of the board and given to the members 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 until June 30, and be eligible for re-election.

F. Terms of Office

The terms of parent and teacher members shall begin on July 1 and end on June 30. Between the date of the elections and July 1, members-elect are expected to attend all the council meetings.

IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. Election of Officers

Officers shall include Chair, Vice-Chair, and Secretary. The vice chair of the school council shall be elected each August by council members and shall serve for one year. If a vice-chair resigns his or her position, the school council shall conduct a vote at that meeting to fill the position with another council member.

B. 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; and
- Maintaining a file of all correspondence addressed to the school council.

C. Vice-Chair

Duties of the vice-chair shall include presiding over council meetings in the absence of the chair.

D. Secretary

A school council secretary shall be appointed by the principal to keep minutes of all council meetings.

E. School Council Members

Duties of council members include:

- Adhering to the mission, philosophy, and goals of James A. Caywood Elementary;
- Attending all school council meetings;
- Encouraging and requesting opinions from their constituencies; and
- Supporting, promoting, and communicating school council decision.

V. COMMITTEES

A. Purpose

Standing and ad hoc committees are established to gain input from all stakeholders including certified and classified staff, parents, students, and community members. Standing and ad hoc committees shall serve as a school council resource for gathering data and information and making recommendations to the school council.

B. Appointment of Committees

Standing school council committees include the following and can only be dissolved through the process of amending these by-laws.

- Wellness and School Culture
- Writing
- Special Education
- Curriculum, Instruction and Assessment
- PBIS
- Read 180/System 44
- MTSS

Ad hoc committees are formed and dissolved by the school council as needed.

C. Membership & Election of Chair

Each school council standing committee shall consist of representatives from the staff and parents. Committee membership may open to all interested persons, including school district, staff, students, parents and community residents at the discretion of the school council. Committee membership will be determined by posting sign up sheets in the school within 30 days of the first day of school, and notifying teachers and parents of their committee appointment within 10 days after committees are formed. Committee membership shall be limited to 10 persons, or at the discretion of the school council. Committees shall elect a chairperson from their membership no later than 60 days after the start of the school year who shall serve for a term of no longer than one year.

D. Decision Making

Committee decisions shall be made by consensus. In the event that consensus is not reached, the issue will be brought to the school council for final decision.

E. Duties

School council committees shall carry out tasks assigned to them by the school council. Committees may decide to bring issues of concern or interest to the school council. Committees may research issues, gather school wide input, or prepare and revise drafts of school council policies. Committee chairs will submit the meeting minutes to the principal no later than 10 days after the committee meeting has occurred.

F. Meetings

Each school council committee shall choose the time, place, and schedule for their committee meetings. All committees must have an agenda and keep minutes for their meetings.

VI. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

The regular monthly meeting dates and times of James A. Caywood Elementary School Council shall be decided at the July meeting scheduled by the principal each new school year. Council meetings shall be open to the public. Meetings will be limited to two hours unless a motion has been made to extend the meeting. The regular monthly meetings will be held at James A. Caywood Elementary School Conference Room. The principal shall provide local news media of the council's regular meeting schedule at the first meeting for the year, and provide notification of the council's meeting times. The principal shall notify all parents of council meetings each month using the school's website, SBDM bulletin board, and school newsletter.

C. 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 an agenda for the meeting. Only issues listed on that agenda may be discussed at the special meeting.
- Delivery Of Notice The chairperson shall arrange for the written notice to be delivered to every school council member and to any media organization that has requested to be notified of the school council meetings. The delivery will be made by email. The meeting notice must be received by the members at least 24 hours prior to the time set for the meeting.
- Posting Of Notice The notice for the special meeting shall be posted by the chairperson on the SBDM 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 reason for the special called meeting during announcements at least 24 hours prior to the meeting.

VII. 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 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 members' discussions are not made public., The school council may meet in closed session for the following reasons: (1) to discuss proposed pr pending litigations; or (2) to discuss candidates for a personnel vacancies and/or consultation in filling vacancies. Before a closed session can be conducted, the following steps must be takes:

- (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 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 actions taken must be recorded in council minutes.

D. PRELIMINARY AGENDA

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

Each agenda at regularly scheduled meetings only must 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 plans (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

Unless otherwise specified by these by-laws, the school council shall use parliamentary procedures as specified by Robert's Rules of Order. 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 the Kentucky statute.

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 James A. Caywood Elementary School will be reported to the Local Board of Education and superintendent through the district SBDM coordinator.

VIII. 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 administrative office for public inspection, and filed in the school council's policy manual. The minutes of the school council shall not be official until they are reviewed and approved by the school council. The minutes shall 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 staff, classified staff, and SBDM members 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 SBDM 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 library:

- School council minutes and agendas;
- Committee minutes and agendas;
- School improvement plan;
- School council policies and bylaws;
- School council budget documents;
- School council and committee membership lists; and
- 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 ten cents per page. School council bylaws, policies and the school improvement plan shall be posted on the school's webpage 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.

IX. APPEALS

BOARD POLICY

Appeals are in accordance with Local Board of Education policy.

X. AMENDMENTS

C. 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.