NORTH OLDHAM MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL BY-LAW

STATEMENT OF ETHICS 1001

TOPIC	STATEMENT
a. Statement of Ethics (def.)	The Statement 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 Statement of Ethics will reflect the values and the commitment of the Council Members.
b. Review	The Council will review the Statement 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 Statement of Ethics by affixing their signature to a copy of it, which will remain with the official minutes of the Council's actions.

Adopted – September 20, 2005

STATEMENT OF ETHICS
FOR
NORTH OLDHAM MIDDLE SCHOOL
SCHOOL-BASED DECISION-MAKING COUNCIL

Members of the North Oldham Middle School Decision-Making Council, while representing teachers, parents, and school administrators, have the educational welfare of the students served by the school as their highest priority. We acknowledge that the school belongs to the public it serves and that our responsibilities as council members require gathering and giving accurate information and making decisions that will be in the best interest of the students. We further acknowledge that we can best meet our responsibilities when we work as a team, show respect for one another, show honesty, and demonstrate a commitment to the school and to our responsibilities.

Refraining from discussing information that can be detrimental to a person or a group is a behavioral standard by which the council will abide.

The responsibilities of the council and these acknowledgments require each council member to maintain standards of exemplary professional behavior. Each council member and the council as a whole will be observed and appraised by the faculty, students, and community. In the interest of the school and each student served by the school, the council adopts to the following statements of ethical standards.

Members of the council shall:

- Make the well being of students the fundamental value in all decision-making actions.
- Fulfill responsibilities with honesty and integrity.
- Obey local, state, and national laws.
- Abide by policies set by the council.
- Demonstrate a willingness to work as a team.
- Demonstrate willingness to compromise in the interest of the welfare of students.
- Show support of decisions made by the council.
- Avoid sharing information that is considered confidential by the council.
- Represent his/her constituency group while understanding that the council, as a whole, works on the behalf of the school as a whole.
- Demonstrate commitment to the work of the council and the school.
- Avoid using positions for personal gain through political, social, religious, economic, or other influence.
- Demonstrate respect for all people regardless of race, national origin, sex, religion, and political affiliations.

NORTH OLDHAM MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL BY-LAW

OPERATING COUNCIL MEETINGS 1002

TOPICS	STATEMENT
a. Types	Council members shall attend four (4) types of meetings: (1) Regular – meetings held on a set day of the month and a set time of the day. (2) Joint – more than one council meeting together (3) Special - meetings scheduled, as they are needed between regular scheduled meetings, (4) Training - meetings designed for council members to acquire knowledge and/or develop skills.
b. Schedule	The North Oldham Middle School School-Based Council shall establish a schedule of meetings for the coming year at a regularly scheduled meeting in July.
c. Special Meetings	Special meetings may be called by the principal at his/her discretion or upon the request of a majority of Council members. Time, place and purpose shall be announced at the time the meeting is called and at least 24 hours prior to the meeting. The purpose of the special-called meeting shall not be altered.
d. Length of meetings	The length of all meetings shall be limited to two (2) hours except when the Council determines additional time is needed. The Council shall have the authority to decide to extend the meeting and to set a new ending time.
e. Agenda	Each regular and special Council meeting shall operate by an agenda. The agenda shall be formed by the chairperson with items provided by Council members. Teachers and parents who are not on the Council may recommend items for the agenda by contacting a Council member at least five working days prior to a Council meeting. A person recommending an item must be present at the meeting for it to be discussed. The agenda shall be approved by the Council at the beginning of the meeting. 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 and shall be posted publicly and on web at least one day (24 hours) prior to the

meeting. Teachers and executive officers of the PTSA shall be informed of special meetings by the most convenient method.

f. Chairperson

The principal shall serve as chairperson at all meetings. The council shall elect a co-chair to serve in the absence of the chairperson. The co-chair will conduct the meeting and adjust the agenda to include only time sensitive materials/issues.

g. Decision

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.

In the event consensus cannot be reached, a vote will be taken. Actions will be passed by majority vote of those in attendance. For the policy to be approved, the majority must consist of at least one parent and one teacher from the Council and the chairman of the Council.

h. Quorum

For regular Council meetings, four (4) members, including at least one parent and one teacher from the Council shall constitute a quorum for the transaction of business.

i. Minutes

Minutes of all regular and special Council meetings shall be recorded in writing and structured according to the agenda kept on file in the principal's office as well as posted on the school web page. Minutes shall be stored in a minute book. A copy of all minutes shall be provided for the district superintendent. Minutes of the previous meeting shall be reviewed, approved and signed by the Council at the beginning of each meeting.

j. 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 items specifically permitted by law to be discussed in closed session, including but not limited to 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)

k. Recording

The school office manager shall serve as the recording secretary for the Council. This person shall be responsible for:

(1) Recording in writing all minutes of meetings,
(2) Processing minutes,
(3) Processing and disseminating meeting agendas, and
(4) Disseminating summary reports.
(5) Posting on website

l. Input from Non-Council Members

Those in attendance at the Council meetings shall be provided an opportunity to discuss issues under consideration by the following procedures:

1) A sign-in sheet will be provided by topic for interested parties to indicate their interest in speaking on an issue.

2) As each topic is discussed, the chairperson will call on speakers in the order they signed the sign-in sheet. Each speaker will have a time limit pre-determined by the Council. Input will be allowed before the Council makes a decision. All speakers will speak from an area designated by the chairperson. Any group appearing before the Council shall select a spokesperson that shall address the Council.

3) All who address the Council and observe the Council meetings shall not be permitted to disrupt the meeting by:
   a. Speaking out of turn.
   b. Being disrespectful to the Council and others.
   c. Making derogatory statements about anyone.
   d. No discussion of individual school employees or their performance.

4) Input/Reactions must be germane to the topic and must be within the authority of the Council.

5) After persons have spoken from the sign- in sheet, the chairperson will permit others to speak on the item

under discussion provided their remarks are germane to the topic and time permits.

6) The chairperson shall explain the procedures and rules for addressing the Council at an appropriate time during the meeting.

7) The Council reserves the right to limit or terminate discussion on any subject introduced by an individual or group.

8) If requested, responses to questions from speakers will be addressed by the appropriate school personnel within seven (7) days.

Adopted- August 16, 2005

Revised- Sept. 16, 2010

Revised- Sept. 20, 2011

Revised-January 17, 2017
Revised-October 16, 2018

NORTH OLDHAM MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL BY-LAW

POLICY DEVELOPMENT AND REVIEW 1003

TOPICS	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 district board policies.
b. Adoption	No policy shall be adopted by the Council at the meeting in which the policy is introduced. All policies must have two readings and shall be reviewed by the Board of Education's General Counsel before they are adopted.
c. Policy Manual	The Council shall maintain a policy manual and shall make it available to staff, the public, and the superintendent.
d. Policy Areas	Policy areas will be identified, added to and/or revised to address the Council annual goals which will be developed and approved by the Council at the beginning of each school year.
e. Review	The Council shall annually review all policies. Revisions shall be made as needed in order to more effectively serve the school.

Adopted – August 16, 2005

NORTH OLDHAM MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL BY-LAW

Authority of the Principal and the Council 1004

TOPICS	STATEMENTS
a. Authority of the Principal	The principal shall serve as the school's primary administrator and instructional leader and shall have authority over the management functions not selected by the Council. The principal shall be responsible for implementing policies set by the Council and shall be responsible to the superintendent or his/her designee. The principal shall be responsible for supervising the work of committees appointed by the Council. The principal has authority to form committees in areas of management functions not selected by the Council.
b. Authority of the Council	The Council, pursuant to state law, is a policy-making body (Reference KRS 160.345). The Council shall have the authority to set and monitor school policies which shall provide an environment to enhance the students' achievement and help the schools meet the goals established by the Kentucky Education Reform Act of 1990. 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.

Adopted – August 16, 2005

NORTH OLDHAM MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL BY-LAW

COMMITTEE SYSTEM 1005

TOPICS	STATEMENT
a. Committee Selection	A standing committee may be formed for each permissive function performed by the Council to serve for one year. A written description of the responsibilities and duties of the committees shall be approved by the Council. Teachers serving on standing committees shall be appointed by the principal, prior to their service and approved by the Council. Parents serving on standing committees shall be appointed by the Principal and approved by the Council. Standing committees shall report to the Council. Their actions shall be advisory and are not binding on the Council.
b. Ad Hoc Committee	Ad hoc committees shall be formed to help complete specific tasks. Once the task is completed, the committee shall be abolished. Ad hoc committees shall be formed by the chairperson with approval by the Council. The size of committees and representation shall be determined by the Council.
c. Chairperson	Standing and Ad hoc committees shall select a chairperson and assistant chairperson from its membership.
d. Term	Standing committees shall serve for the period beginning at appointment 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

Adopted September 25, 2005
Revised October 14, 2008
Revised September 16, 2010
Revised September 25, 2013
Revised January 17, 2017

NORTH OLDHAM MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL BY-LAW

ELECTION OF COUNCIL REPRESENTATIVES 1008

TOPICS	STATEMENT
a. Membership	The membership of the North Oldham Middle School Council shall consist of the Principal, two parent representatives, and three teacher representatives, provided state requirements for minority representation are met.
b. Eligibility	Any certified staff member employed at least fifty percent of the work week on an annual school year 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 for the entire term 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 pre-registered 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. Minority-Representation	Any school with 8% or more minority population shall have at least one minority representative on the school council. For the purposes of SBDM, minority is defined as “American Indian; Alaskan native; African-American; Hispanic; including person of Mexican, Puerto Rican, Cuban, and Central-or South-American origins; Pacific Islander; or other ethnic group underrepresented in the school” [KRS 160.345(1) (a)]. Parent shall serve a two-year term, however term limitations shall not apply for minority members.

d.Term of Service	Teacher or parent members on the School Council shall serve for a two-year term starting July 1st and ending June 30th, with the provision that the parent members have a student in the school during the terms elected for. Eligible teacher or parent Council members may be re-elected. New council members are encouraged to meet with the council from May 1 to June 30 as the council members elect. During this time they can become familiar with council procedure and participate in any training sessions. They are not eligible to participate in the decision making process.
e. Vacancies	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 of the vacating member.

Adopted: December 13, 2005
Revised: October 16, 2007
Revised: September 20, 2011
Revised: April 22, 2021
Revised: August 18, 2009
Revised: September 16, 2010
Revised: January 17, 2017