

PURPOSE OF THE COUNCIL

The Purpose of the Council is to provide an environment to enhance the students' achievement *and help the school meet the goals established by KRS 158.645 and 158.6451*. The Council shall also facilitate communication between students, parents, faculty, staff, and the surrounding community.

Adopted: 1/29/96

Signature: Bob Warnick Council Chair

Amended: 6/15/10

Signature: David Sammons Council Chair

MEMBERSHIP

COMPOSITION

The Council shall include the principal, three teacher members, and two parent members. If the school's minority enrollment was eight percent or higher on the October 1 preceding the start of a new Council term, the Council shall also include one minority member.

QUALIFICATIONS FOR MEMBERSHIP

All Members

No one may serve on the Council who has a legal conflict of interest as defined by KRS 45A.340.

Teacher Members

Teacher members must hold positions at the school that requires a state certificate, and they must not hold the position of principal, assistant principal or head teacher.

Parent Members

Parent, step-parent, or legal guardian members must have a child who will be enrolled at the school during the term of office. Parents who work at other schools in the district or have a relative, who work at those other school, may serve as a parent member. People who work at Burlington Elementary or at the Central Office, or have relatives working in those locations, as well as School Board Members and their spouses are prohibited from serving on the Council. New Parent Members are required to complete a background check.

Minority Members

Minority members must be 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. Parent minority members must meet the eligibility requirements for parent members, and teacher minority members must meet the eligibility requirements for teacher members.

TERMS

The terms of parent and teacher members shall begin on July 1st and end on June 30th. Members are eligible for reelection to one year consecutive terms. (Term meaning 1 year.)

Leave of Absence

Leave of absence for a council member will not be granted.

ELECTION OF TEACHER MEMBERS

Nomination

Teachers may nominate themselves or other teachers for the office of teacher member by signing a letter of nomination and submitting it to the Senior Boone County Education Association Building Representative (SR. BCEA Rep.) on or before the last Friday in April.

Sample Ballot

The SR. BCEA Rep. shall ask everyone nominated, for signed letters stating that they are willing to serve on the Council if elected and that they meet the qualifications listed in Qualifications for Membership. The SR. BCEA Rep. shall then prepare a sample ballot form that lists alphabetically the names of all those nominated, willing, and eligible to serve and distribute that sample ballot to all teachers at the school not later than the first Monday of May.

Elections

Teacher members shall be elected by May 7th. The ballot shall list all the names found on the sample ballot. Each teacher shall vote for the number of seats that are then vacant. Two SR. BCEA Reps., who are not nominees, shall collect the ballots and count them in the room, announcing the results before the teachers adjourn. Anyone who receives a majority of the votes cast by the faculty on that ballot shall serve as a Council member in the coming year. The election process shall all be in accordance with KY Revised Statutes and Boone County Schools Board policy.

Procedure If A Majority Is Not Received

If one or more seats are not filled by a majority on the first ballot, the person getting the smallest number of votes shall be removed from the ballot, and the teachers shall vote again for the number of persons needed to fill the remaining vacancies. Any person receiving a majority shall be deemed elected. This process of removing one name shall be repeated as often as necessary to elect candidates by majority to all open positions.

ELECTION OF PARENT MEMBERS

Elections of parent members shall be conducted by the parent-teacher organization not later than the first Friday in May. The parents of all children enrolled at the school shall be eligible to vote. The principal shall assist the parent teacher organization in alerting parents to the election schedule. The president of the parent-teacher organization shall notify the current Council of the names of those elected no later than five school days after the election.

ELECTION OF MINORITY MEMBERS

When Required

If less than 8 percent of the school's enrollment was minority students on the October 1 before the election, the Council may operate without a minority member. If the principal is a minority member as defined above or if any elected parent or teacher member is a minority member as defined above, no further election is required. Otherwise, additional members shall be elected as provided below.

Minority Parent

By the second Friday in May, the principal shall notify all parents of minority students in writing of the date, time, and place he or she has selected for an additional election. At that time, those parents shall nominate candidates and elect one additional parent minority member. Minority students are those who are 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. Parents of such students are eligible to vote for the minority parent member, but only parents who are themselves minority members may be elected to the minority position.

Minority Teacher

If the school has one or more minority teachers, the principal shall notify those teachers of their right to run for Council as an additional member of Council. By third Friday in May, all teachers shall meet and select an additional minority teacher member to the Council. If the minority teachers choose not to run as an additional teacher member, no teacher member shall be added to the Council.

Additional Non-Minority Teacher

If the school has no minority teachers, an election for an additional teacher member of the Council shall be held by the third Friday in May. Nominations shall be due the preceding Friday, and all other steps in the process shall be carried out according to the procedure for teacher elections listed above.

VACANCIES

When a Council member resigns, is removed, or becomes physically unable to serve on the Council, a new member shall be elected to complete that term. Within one day after learning of the need to elect a replacement member, the principal shall prepare a written notice that states that there is a vacancy and quotes the text of this subsection of the By-laws. He or she shall place that notice in the staff lounge teachers' mailboxes, in a place readily accessible to parents, in the school newsletter, and send a copy of the notice to the president of the parent-teacher organization that same day. For a replacement teacher member,

nominations shall be submitted to the principal within ten school days after the vacancy occurs, and the election shall be held five school days after that, following the procedure for regular teacher elections above. For a replacement parent member, the president of the parent-teacher organization shall call an election to be held not less than ten or more than twenty school days after the vacancy occurs. The principal shall send notices of the election home with each student at the school and to the local media. For a replacement minority member, the principal shall follow the procedure for regular minority elections above. The person elected in the special election shall serve the remainder of the term of the person being replaced.

STANDARDS OF CONDUCT

Attendance

Members of the council will attend all council meetings. If a member is unable to attend a meeting, he or she will notify the Chair of the Council. If a member is unable to attend on a consistent basis, the Chair of the Council will contact the member to consult and to discuss the possibility of resignation. A member who has three unexcused absences from council meetings will resign.

Professional Development

Adequate knowledge of school-based decision making and related aspects of Kentucky's educational system are essential to effective Council membership. All members shall obtain a minimum of six hours of training on these issues in their first year on the Council a minimum of three hours of additional training in subsequent years. School council members elected for the first time shall complete their training no later than thirty (30) days after the beginning of the service year for which they are elected. School council members who have previously served shall complete their training no later than one hundred twenty days (120) days after the beginning of the service year for they are elected. Reimbursement for training is available from Site Based Council Professional Development funds.

Decision-Making In Announced Meetings

All decisions of the Council shall be made in a properly called regular or special meeting. No combination of one half or more of the members of the Council shall meet to discuss Council business without following the provisions of the Section on Schedule of Meetings below.

Conflict of Interest

No one may serve on a school council who has a conflict of interest pursuant to KRS 45A [KRS 160.345(2)(a)]. A member who discovers a business or financial interest (not covered by KRS 45A), which may cause the appearance of impropriety, should refrain from participating in any discussions or decisions involving those interests.

Improper Meeting

Council members will not meet to discuss council business in a group that constitutes a quorum without following the procedures for scheduling a meeting of the full council in accordance with the Open Meetings Law and described in Section VI of these bylaws.

Teacher Departure

A teacher member who ceases to be assigned to the school before his or her term is completed shall resign.

Student Departure

A parent member whose child ceases to attend the school before his or her term is completed shall resign.

Criminal Conduct

Any member of the Council who is convicted of a misdemeanor or a felony during his or her term of office shall be removed.

Intentional Interference with School-Based Decision Making

No member of the Council shall intentionally engage in a pattern of practice that is detrimental to the successful implementation of or circumvents the intent of school-based decision making to allow the professional staff members of a school and parents to be involved in the decision making process in working

toward meeting the educational goals of the Kentucky Educational Reform Act or to make decisions in the policy areas listed in the section on Council Functions below.

REMOVAL OF MEMBERS

A member who violates any of the standards of conduct and does not submit a written resignation from the Council is subject to reprimand or removal from office. There are two procedures by which removal might occur:

1. For immorality, Misconduct in office, incompetence, willful neglect of duty, or nonfeasance, the Commissioner of Education may recommend that a Council member be removed from office. The local board of education will then conduct a hearing into the charges against that Council member and decide whether removal is warranted.
2. For intentional interference with the school-based decision making, the Office of Education Accountability may be asked to investigate the charges and attempt to resolve the issues involved. If resolution cannot be reached, the matter will be forwarded to Kentucky Board of Education, which will hold a hearing to determine whether the charges are valid. For the first offense found to have occurred, the Kentucky Board of Education will reprimand the guilty party. For the second offense, the party is subject to removal from office by the State Board.

OFFICERS OF THE COUNCIL

Chair

The principal shall be chair of the Council. In addition to presiding at Council meetings, the principal shall:

- Provide all members of the Council with copies of all current accountability assessment results within three school days after those results are delivered to the school.
- Maintain a file of all correspondence addressed to the Council, and remove items from that file, either to discard them or to file them elsewhere, only after bringing them to two regular meetings.
- Maintain a file of all items submitted for inclusion on the Council agenda, determine which of those items to recommend in a preliminary agenda, and bring the file with all items to each Council meeting.
- Be the official custodian of Council records.
- Exercise any other responsibility specified in these By-Laws.

Vice-Chair

A vice-chair shall be elected by the Council from among its members at its first meeting each year. The duties of the vice-chair will be to:

1. Preside over council meetings in the absence of the Chair.
2. Arrange training for the council on an agreed upon date/time in the event that a new principal must be hired including:
 - a. Calling a special meeting for the training on the agreed upon date/time.
 - b. Inviting the superintendent (or designee) to attend the training.
 - c. Ensuring that all council members, the superintendent (or designee), and the trainer have a copy of the Principal Selection Policy.
3. Become the liaison to the superintendent (or designee) when he/she becomes the chair of the council in the event that a new principal must be hired.

Secretary

A secretary shall be selected by the Council at its first meeting each year. The secretary can be a Council Member, but it is best practice for them not to be a Council member the secretary shall prepare minutes for the Council in accordance with the Section on Minutes.

The duties of the secretary will be to:

1. Take minutes at each council meeting that include an accurate record of all motions made and all decisions or actions taken. Maintain and up-date all documents in the public notebook in the library.
2. Type, copy, and distribute the draft minutes, marked as such, to each member of the council and post a copy in the teacher's lounge and in a place readily accessible to all parents. This will be done within five school days after each meeting.
3. Make copies of the final approved minutes for the notebooks in the library and the office and send copies to all council members, the president of the parent-teacher organization, and the superintendent. This will be done within five school days following the meeting at which the minutes were approved.

FUNCTIONS RESPONSIBILITIES

Required Responsibilities Functions

The Council shall make no decisions on issues that are not under council jurisdiction by law. The following issues are within the purview of the School-Based Decision Making Council:

1. Determine, within the parameters of the total available funds, the number of persons to be employed in each job classification at the school.
2. Determine which textbooks shall be used at the school.
3. Determine which instructional materials shall be used at the school.
4. Determine what student support services shall be provided in the school.
5. Select a new principal for the school, when that position becomes vacant, from a list of applicants recommended by the superintendent or from additional names supplied by the superintendent at the Council's request.
6. Consult with the principal before he or she selects persons to be hired to fill other positions at the school and adopt a policy specifying the procedures for that consultation.
7. Adopt policies to be implemented by the principal in the following areas:
 - a) Determination of curriculum, including needs assessment and curriculum development;
 - b) Assignment of all instructional and non- instructional staff time;
 - c) Assignment of students to classes and programs within the school;
 - d) Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board;
 - e) Determination of use of school space during the school day;
 - f) Planning and resolution of issues regarding instructional practices;
 - g) Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, and principal;
 - h) Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision;
 - i) Procedures for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with district board policy;
 - j) Other issues necessary to provide an environment to enhance students' achievement and to meet the Kentucky Learning Goals. If the Council makes a policy that fits this area but not any of the areas listed in items a- h above, that policy must be consistent with district board policy;
8. Determine the professional development offerings to be paid for out of the Council's allocation.
9. Adopt a policy on Committees, which shall facilitate the participation of interested persons, including, but not limited to, classified employees and parents and shall include the number of Committees, their jurisdiction, composition, and the process for membership selection.
10. Adopt a school improvement plan that meets the requirements set in the board policy attached to these By-Laws (Appendix #2).
11. Exercise any other powers granted to it by the local board of education.
12. Policy on Wellness
13. Policy on Writing

Disallowed Activities

The Council shall not:

- Recommend the transfer or dismissal of any member of the school staff.
- Violate federal or state law or regulations.
- Take any action that unreasonably risks the health or safety of students, staff, or others.
- Take any action that exposes the Council or the district to unreasonable risk of legal liability.
- Authorize any purchase that exceeds the financial resources available to it.
- Take any action that violates contractual obligations already made by the district to the Council to personnel and other providers of goods and services.

Exceed the functions listed above.

Adopted: 1/29/96
Amended: 6/15/10

Signature: Bob Warnick Council Chair
Signature: David Sammons Council Chair

SCHEDULE OF MEETINGS

ALL MEETINGS

1. Council meetings will comply with the requirements of the Open Meetings Law. (See Attachment C)
2. Council meetings will be open to the public unless the council goes into closed session under the provisions of the Open Meetings Law as outlined in subsection D of this section.

REGULAR MEETINGS

1. At the first council meeting on or after July 1st each year, the council will designate a regular meeting time and place.
2. The principal will post a copy of the regular meeting schedule in the teachers' lounge and in a place regularly accessible to parents. He or she will use any other methods deemed appropriate to make the schedule readily available to the public.

SPECIAL MEETINGS

1. Any meeting not at the regular meeting time or place is a special meeting.
2. A special meeting of the council may be called by the chairperson or by a majority of council members.
3. Any special meeting of the council will comply with the requirements of the Open Meetings Law; therefore, the following steps will be taken:
 - a. **Written Notice** The person or persons calling the meeting will 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. Items may be subtracted from that agenda before approval at the meeting but they cannot be added or revised.
 - b. **Delivery Of Notice** The person or persons calling the meeting will arrange for the written notice to be delivered to every council member and to any media organization that has made a written request to be notified of council meetings. The delivery can be made ONLY by hand, fax, US mail, or email. To receive email notification, a written request must be on file at the school. (See Attachment B) The notice will arrive at least 24 hours before the time set for the meeting. At the first meeting of each new term there will be an agenda item asking which members want to be notified about special meetings via email. The responses will be recorded in the minutes.
 - c. **Posting Of Notice** The notice will be posted conspicuously at the school, and also at the building where the meeting will be held if the meeting will not be held at the school. These copies will be posted as soon as possible after the meeting is called, but definitely no less than 24 hours before the meeting will be held.

CLOSED SESSIONS

The council may go into closed session only to discuss hiring personnel, the school's emergency plan, or actual or pending litigation. The following procedures will be followed to go into a closed session:

1. A motion will be made and a vote taken that the council go into closed session to discuss individual applicants for hiring under KRS 61.810(1)(f), or the school's emergency plan under under KRS 61.810(1)(k) and (m); KRS 61.878(1)(m); and KRS 158.162(2), or litigation under KRS 61.810(1)(c). (See Attachment C)
2. The motion and results of the vote including the statute number allowing the closed session will be recorded in the council minutes.
3. People who have relevant or needed knowledge or information may be invited into a council closed session by a consensus of the council.
4. Only the topic announced in the open session motion may be discussed in the closed session.
5. No council action may be taken in a closed session.
6. The council will return to open session to make any decisions.
7. The decisions will be recorded in the council minutes.

PUBLIC INPUT

Anyone who wants to attend a Council meeting may do so, except for those portions that are conducted as closed sessions.

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

1. Every agenda will include a public comment item
2. Any non-council member wishing to speak must provide their full name to be recorded in the minutes of the meeting.
3. Public input may be informal with the chairperson calling on persons who wish to speak.
4. Each speaker will be limited to five (5) minutes. Input will be allowed before the Council makes a final decision.
5. Input-Reactions must be germane to the topic and must be within the authority of the Council.

When many people wish to speak or when discussion of an issue has taken more than a half an hour, the chair, with consensus of the Council, may limit the number of persons who may speak.

CANCELLATION OF MEETINGS

Regularly scheduled or special Council Meetings will automatically be cancelled when the school is closed or classes are dismissed for any reason on the day of a regularly scheduled or special meeting.

CONDUCT OF MEETINGS

Quorum

A majority (more than half) of the members, including at least one parent member, will constitute a quorum. A quorum must be present of the council to take action.

Public Attendance and Participation at Meetings

Anyone who wants to attend a Council meeting may do so, except for those portions that are conducted as closed sessions.

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

- Every agenda will include a public comment item
- Any non-council member wishing to speak must provide their full name to be recorded in the minutes of the meeting.
- Public input may be informal with the chairperson calling on persons who wish to speak.
- Each speaker will be limited to five (5) minutes. Input will be allowed before the Council makes a final decision.
- Input-Reactions must be germane to the topic and must be within the authority of the Council.

When many people wish to speak or when discussion of an issue has taken more than a half an hour, the chair, with consensus of the Council, may limit the number of persons who may speak.

Before a closed session can begin, the following steps must be taken:

Announcement and Required Contents

The chair or another Council member must announce in open session:

- That the Council needs to discuss business involving a topic that the law allows to be discussed in closed session.
- The general nature of business that needs to be discussed in closed session, and
- The specific section of the law that allows the session to be closed (KRS 61.810(1)(c), or KRS 61.810(1)(f), described above).

Motion

The chair or another member of the Council must make a motion to go into closed session to discuss the business mentioned in the announcement, and a majority of members must vote for that motion.

Conduct of the closed session and return to the open session

During the closed session, the Council can only discuss the business stated in the announcement, and no final decision can be made. After full discussion, the Council must return to open session and make any official decision needed on the matter, and the decision must be recorded in the minutes of the open session.

Materials To Be Brought To Council Meetings

By the Principal

To every Council meeting, the principal shall bring:

- The folder containing all items submitted for inclusion on the agenda,
- The folder containing all correspondence addressed to the Council, &
- Copies of the school wide assessment results received since the previous regular meeting.

By the Secretary

The secretary shall bring the binder holding copies of the Council's By-Laws, policies, annual budget, and minutes.

AGENDAS

Agenda Requests

Anyone may submit items for inclusion on the agenda to the chairperson. Items must be submitted no later than ten school days before a scheduled meeting.

Preliminary Agenda

One week before each regular Council meeting, the chair shall prepare a preliminary agenda for the Council meeting, listing all items that he or she believes need Council attention at that session. That agenda shall include review of the minutes of the previous meeting and reports from Committees. The chair or designee shall post copies of the preliminary agenda in the staff lounge and at the location frequently passed by parents and distribute to all council members at least five school days before each regularly scheduled council meeting. The preliminary agenda will also be sent electronically to all staff members and parents.

Approval of Agenda

At the beginning of each regular council meeting, the council will approve an agenda for the meeting. Items on the preliminary agenda may be added, deleted, or modified at this time. During a special meeting, only those items listed on the notice of the meeting can be considered.

Final

Setting the final agenda shall be done after the approval of the minutes of the previous meeting. At special meetings, only items listed in the notice of the meeting can be considered.

First Reading of Recommendation

Recommendations for Council action may be made by Council members or a representative of the committee recommending the action. Other people may ask for issues to be considered, but the Council will not act without first hearing from an appropriate Committee except in emergency situations.

Discussion

The Council shall discuss each item to the extent needed to understand it fully.

Return to Committee

If discussion reveals concerns or unclear points in a recommendation, the Council will normally return it to Committee for further work, taking up any subsequent Committee recommendation as a new recommendation when it is received. The Council will only try to decide significant revisions without asking for Committee help when action is urgently needed.

Table for Second Reading

If discussion indicates that Council members are comfortable with the recommendation, it will be tabled until the Council's next regular meeting. When action is urgently needed, the Council can call a special meeting to have the second reading and enact the recommendation.

Second Reading and Consensus

Motion

When a recommendation has been tabled after a first reading and is presented at the subsequent meeting, a Council member may move that it be adopted by consensus. When the recommendation is in writing, the motion to adopt may be made verbally. If the recommendation is not in writing or if the person making the motion wants to propose an amendment, he or she shall write down the motion, read it to the Council, and hand the written motion to the secretary for inclusion in the minutes.

Chair's Request for Consensus

The chair shall then ask whether any member has any significant disagreement with that motion. If no member states a disagreement, the chair shall state "There appears to be a consensus and if there is no objection, the secretary shall record in the minutes that the motion has passed." The Council's decision shall then be implemented promptly.

Consensus Failure

1. Council voting will be done only when the council must have a decision, consensus has failed, and one or more of the following conditions exist:
 - a. When the council will otherwise be unable to meet a legal deadline by which the council is required to have made a decision, or
 - b. When the council has failed to reach consensus at a second meeting for that purpose.
2. At the first meeting where an issue is discussed, if the chair tests for consensus but consensus is not reached, the council may postpone further consideration until the next meeting or continue to discuss the issue. After testing for consensus on a proposal three times in one meeting, the chair may direct that the proposal be taken up again at the next meeting unless one of the conditions for voting applies.
3. If the council takes up an issue at a second meeting and all is unable to reach consensus, the council will consider alternative steps, including but not limited to:
 - a. Asking a committee to bring the council a new proposal on the issue.
 - b. Doing nothing and dropping the issue.
 - c. Voting.

Failure To Reach Consensus At One Meeting

When a motion for consensus fails, the Council may continue discussion or refer the matter back to a Committee. After the third motion for consensus fails, the chair shall direct that the recommendation be taken up again at the next meeting, unless one of the following exceptions applies:

- **Selection of a new principal** A member may move to select a new principal by voting, and the Council shall then vote on whether to vote. If the motion passes, any candidate for the position that receives four votes shall be selected as the principal. If the motion to decide by voting fails, the Council shall continue to seek consensus at a subsequent meeting.
- **Consultation to fill other positions** Each member shall state his or her judgment on the matter. The principal will then be free to select from among the candidates discussed.
- **Action under deadline dealing with number of persons to be employed, budget, textbooks, instructional materials, student support services, or professional development** If the federal or state government or the local board of education has set a deadline for making the decision that will pass before the Council's next regular meeting, the Council shall discuss calling a special meeting. If they cannot agree on a time for such a meeting, they shall settle the question by vote.
- **Any other type of action** A member may move to send any issue other than the ones listed just above back to a Committee, and the Council may determine by consensus to approve that motion.

Repeated Failure To Reach Consensus

If the Council takes up an issue at a second meeting and still cannot reach consensus, it will have the following additional options:

- Ask for a new recommendation from an appropriate Committee.
- Schedule a fact-finding session, at which all members of the school community are invited to present factual information about the issue and such information is recorded on a flip chart. Opinions without specific factual basis will not be recorded, because the point of this session is to get a common focus on the knowledge base for deciding the issue. After the fact-finding session, the Council may take the issue up again to attempt consensus, or it may vote to try one of the other options listed in this subsection.
- Seek the help of a trained mediator to find a consensus solution to the issue.
- Consider the matter again at the next meeting, and if consensus there fails, decide the matter by majority vote.
- A member may move to take any one of these options, and the Council shall vote on the motion. If no motion passes to take one of these steps, the recommendation shall be deemed rejected when the Council meeting adjourns.

Appeals Of Council Decisions

The Board of Education has established a process of appeals of Council decisions, and a copy of that process is attached to these By-Laws (Appendix #3).

Council Responsibilities

The council will make no decisions on issues that are not under their jurisdiction by law. The following issues are under the purview of School-Based Decision Council:

1. School Improvement Planning
2. School Safety Plan
3. Ungraded Primary Program
4. Assessment Data Analysis, including results of Program Reviews
5. Achievement Gap Targets
6. Professional Development
7. Spending on textbooks, instructional materials, student support, and staff (including determination of the number of persons to be employed in each job classification.)
8. Consultation before the principal selects people to be hired (see Principal Selection Policy)
9. Selection of a new principal (see Principal Selection Policy)
10. Adopting policies in the following areas:
 - a. Alignment with State Standards
 - b. College-Level Courses (Secondary)
 - c. Committees
 - d. Consultation
 - e. Curriculum
 - f. Discipline, Classroom Management and School Safety
 - g. Emergency Plan
 - h. Enhancing Student Achievement
 - i. Extracurricular Programs
 - j. Instructional and Non-Instructional Staff Time Assignment
 - k. Instructional Practices
 - l. Parent Engagement (Title 1 Schools)
 - m. Program Appraisal
 - n. School Day and Week Schedule
 - o. School Space Use
 - p. Student Assignment
 - q. Technology Use
 - r. Wellness (Primary to Grade 5)
 - s. Writing

Activities in which councils should not be involved:

1. Run the school on a day-to-day basis
2. Break state/federal laws, risk lawsuits, or break contracts
3. Risk health or safety of students or staff
4. Spend money they don't have
5. Make decision outside the areas of responsibility listed above

Special Work For The First Meeting Of Each Council Term

At its first meeting each year, the Council shall:

1. Select a Secretary and a Vice-Chair.
2. Review these By-Laws.
3. Set a regular meeting schedule for the year.
4. Discuss training needs of members.
5. Verify that all members have copies of the following documents:
 - These By-Laws.
 - Board of Education SBDM policy.
 - All Council policies.
 - Council budgets and spending reports for this year and the last two years.
 - Our most recent state accountability assessment results, Curriculum Report, and any other recent school-wide assessment results.
 - Our current improvement plan.

Adoption of Policies

1. Policies are defined as written documents that establish rules, procedures, guidelines, standards, or principals to guide decision-making in various situations.
2. To be officially adopted, a policy will have a reading at two different council meetings.
3. Adopted policies are binding until the council amends them.

COMMITTEES

Use of Committees

Committees will be used to support and to accomplish tasks of the council.

Committees Policy

The council will adopt a committee policy to facilitate the participation of interested persons. As required by SBDM law, the policy will include the number of committees, their jurisdiction, their composition, and the process for membership selection.

Adopted: 1/29/96

Amended: 10/26/98

Amended: 6/15/10

Signature: Bob Warnick, Council Chair

Signature: Bob Warnick, Council Chair

Signature: David Sammons, Council Chair

MINUTES AND OTHER COUNCIL RECORDS

Minutes To Be Kept and Approved

The secretary shall keep minutes of each Council meeting. The minutes shall state each motion accurately and the action the Council took on it. If the action adopted is a written statement of some other decision, the entire text of that statement shall be attached to the minutes.

Within 5 days after each meeting, the secretary shall prepare a typed copy of the minutes, marking them clearly as "Not Yet Approved by Council," and attaching copies of any policy, budget, by-law, amendment, or other document approved by the Council. The secretary shall submit a copy of this document to the chairperson.

The Council shall review, revise, and approve the copy of the minutes at its next meeting. Starting immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.

Distribution of Council Documents

After each Council meeting, the chairperson shall make copies of the approved minutes and any document attached to them. The chairperson shall distribute those documents as follows:

- One to each Council member.
- One to the district superintendent.
- One in a binder in the school office in a plainly visible place where they can be reviewed by all interested persons at any time that the office is open.
- One in a binder kept by the secretary, which shall be brought to each Council meeting.
- One copy posted in the staff lounge and in an area easily accessible to parents.
- One copy shall be placed in the parent newsletter.

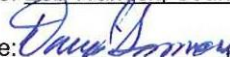
Requests To See Records

During normal office hours, any person who wishes to see the binder of Council documents kept there may do so immediately. Persons who want copies of documents in the binder or to see or get copies of documents that are not kept there shall give the principal a written list of the items they want. The principal, as official records custodian, shall make the documents available within three business days after the request unless the records are subject to a specific exception of the Open Records Law. The fee for copies shall be 35 cents per page. The principal shall post a copy of this section of the By-Laws in the school office where it can easily be seen by citizens visiting the office.

Adopted: 1/29/96
Amended: 10/26/98
Amended: 6/15/10

Signature: Bob Warnick, Council Chair

Signature: Bob Warnick, Council Chair

Signature:  Council Chair
David Sammons

AMENDMENT TO BY-LAWS

All motions to amend these By-Laws shall be submitted in writing. No decision on a motion to amend the By-Laws shall be made until after the topic has appeared twice in the preliminary agenda for Council meetings.

Adopted: 1/29/96
Amended: 10/26/98

Signature: Bob Warnick, Council Chair

Signature: Bob Warnick, Council Chair