

School Council By-Laws

Conner Middle School

ARTICLE I. PURPOSE

The purpose of the council by-laws is to provide the council with a set of guidelines that promote effective operation.

ARTICLE II. MISSION

The mission of the Conner Middle School Council is to set school policy and make decisions that will provide students with an environment that is conducive to effective learning and to enable teachers to make a positive impact on the educational process.

ARTICLE III. MEMBERSHIP

A. COMPOSITION

1. The school council shall consist of the principal, three teacher members, and two parent members. The principal shall serve as the chairperson.
2. If the school's total minority enrollment reaches 8 percent or more minority students enrolled as of the preceding October 1, and there was 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.
3. In the event a special election is needed, the teachers shall elect a minority teacher from the school's staff. If there are no minority teachers on staff at the school or there is and he or she does not wish to serve, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school.
4. Although there is no provision in KRS 160.345 for additional school council members, the school council does not wish to exclude any constituency in the school from participation in all council meetings. Therefore, the Student Council may designate a student council representative, and the support staff of the school (office, cafeteria, custodians, instructional assistants) may conduct an election for a support staff representative to attend all council meetings as ex officio members.
5. Conner Middle School council membership shall be as follows:
 6. Principal (chairperson)
 7. 3 teachers
 8. 2 parents
 9. 2 non- voting Student Council representatives
 10. 1 non-voting Classified Staff representative
 11. 1 minority parent (if required)
 12. 1 minority teacher (if required)

B. REQUIREMENTS FOR MEMBERSHIP

1. All Members: No one may serve on the school council who has a business interest in the school as designated by KRS 45A.340. New members (those with less than one year of service) must complete six (6) hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one year of service) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year, or can meet their training requirement by participating in the new council member training for 3 hours.
2. Teacher Members: Teacher council members must possess certification required for their position as a basis for employment in Kentucky public schools. Itinerant teachers may nominate, serve, and vote in our school. Counselors may serve as teacher council members. Principals or assistant principals may not serve as teacher council members, nor vote in teacher elections.
3. Parent Members: 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. According to the law, parents who are nominated or who wish to vote must have a child “preregistered to attend” the school for next year. If a child is in Grade 5 this year and will attend our school next year, the parents of that child would be eligible to be nominated, or vote in the election for next year’s school council. Parents of 8th graders who are exiting our school may nominate but cannot vote for candidates. **Two persons from the same household are not permitted to serve on the council together.**

Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative offices. An Attorney General's Opinion [OAG 90-102] says that "relative" as used in this section should have the same definition found in KRS 160.180 and KRS 160.380 that applies to school boards. This means that a parent who is a "*father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law*" of someone who works at the school or in the district administrative offices could not be a parent council member. Parent members cannot be a board member or a board member’s spouse, nor can they have a business interest in the school.

C. ELECTIONS

1. Parent Members: Parents conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May by the school’s largest parent organization that is formed for the purpose of electing two parent council members. Parent elections may be by plurality vote (two parents with the highest number of votes) unless the parent organization requires a majority vote. 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.
2. Teacher Members: Teachers conduct their own elections as per KRS 160.345. Each May, two Education Association building representatives, who are not nominees, shall chair and oversee the meeting to elect three teacher members to the council. Teacher members must be elected by a simple majority (one half plus one) of the number of teachers assigned to the school. Balloting will be by parliamentary procedure and will continue until three (3) teachers are elected.

Procedures after First Round Ballots: 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 until two (2) candidates remain. Voting will continue until all positions are filled by majority vote.

Delivery of election materials to the principal will occur the next business day after the election

3. Term Limits: School council members can serve an unlimited number of terms as long as they continue to meet the eligibility requirements.

D. REMOVAL OF MEMBERS

1. Should a teacher member or parent member no longer meet the requirements of membership (i.e. child no longer enrolled at CMS), he or she shall resign from the position.
2. According to KRS 156.132, the 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.
3. A member of a school council may be removed from the council for cause, after an opportunity for hearing before the local board, 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 spread on the minutes of the board and given to the member of the school council. KRS 160.347

E. FILLING VACANCIES

If a member of the council resigns or is removed from office, another member shall be elected in a special election held not more than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until July 1, 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 council meetings.

ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. ELECTION OF OFFICERS

1. Officers shall include Chair, Vice Chair, and Secretary.
2. The vice chair of the school council shall be elected each July by council members and shall serve for one year. Re-election is permitted.
3. Except for the office of secretary, if a vice chair resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.
4. A motion to seek an alternative model allowing a council member other than the principal to serve as chair may be made by any council member at any regular meeting. A majority vote of the full council is

required before an alternative model can be sought by the school council. A faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

B. CHAIR

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

1. Conducting school council meetings
2. Organizing and maintaining council records (maintaining minutes of meetings and forwarding a copy to the superintendent after approval of the minutes by the council)
3. Stating when a consensus is present for the record.
4. Coordinating standing and ad hoc committees and monitoring committee progress
5. Carrying out any additional responsibilities as stated in these by-laws
6. Maintaining a file of all correspondence addressed to the school council (these records may only be discarded after having been brought to two council meetings)
7. Other duties as described in these by-laws

C. VICE-CHAIR

Duties of the vice-chair shall include:

1. Presiding over council meetings in the absence of the chair
2. Calling a special meeting of the council in the event a principal vacancy occurs
3. Conducting meetings necessary for the principal hiring process to take place

D. SECRETARY

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

E. COUNCIL MEMBERS

Duties of council members include:

1. Knowing and adhering to the mission, philosophy, and goals of Conner Middle School.
2. Attending all council meetings, both regular and special
3. Encouraging and requesting opinions from their constituencies
4. Supporting, promoting, and communicating council decisions
5. Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council

F. FUNCTIONS OF THE 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.
6. Consultation with the principal for staff hiring.
7. Determine the professional development of staff
8. Budget
9. Adopt a school improvement plan that meets the requirements set in the board policy.
10. 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 of 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
 - 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-G above, that policy must be consistent with district board policy;
 - k. Committee procedures and membership
 - l. Appealing council decisions;
11. Exercise any other powers granted to it by the local board of education.

ARTICLE V. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

1. The dates and times of the regular monthly meetings of the Conner Middle School Council shall be decided at the July meeting. Council meetings shall be open to the public.
2. The regular monthly meetings will be held at Conner Middle School and shall last no longer than 90 minutes.
3. The principal, or designee, shall notify teachers of the agenda three days in advance of each council meeting.
4. The principal, or designee, shall notify the public of the agenda at least three days in advance of the meeting.

B. SPECIAL MEETINGS

If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority of the school council members may call a special meeting. The following steps must be completed by the chairperson when a special meeting is called:

1. The chairperson shall notify each member of the council at least 24 hours in advance of the date,

time, location, and agenda for the special meeting. Only the items on the agenda may be discussed.

2. The chairperson shall also notify the staff of the special meeting 24 hours prior to the meeting.
3. Notification of the special meeting will also be posted in the main office for the public.

ARTICLE VI. CONDUCT OF MEETINGS

A. QUORUM

A quorum of the school council shall be a minimum of two teachers and one parent council members. No council business shall be discussed or conducted unless a quorum of council members is present.

B. ATTENDANCE AT MEETINGS

Council meetings are open to the public and all interested persons can attend, except for those portions that are conducted as closed session (see below). See section F (Discussion of Agenda Items) below for non-council members' participation in meetings.

C. CLOSED SESSIONS

Definition: A closed session is a portion of a regular or special meeting of the council during which the council members meet in private. The council may meet in closed session for the following reasons: to discuss proposed or pending litigation by or against a council member [KRS 61.810(1)(c)] ; or to discuss candidates for a principal vacancy or conduct consultation in filling other vacancies [KRS 61.810(1)(f)].

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

1. Announcement: Contents. An announcement of the general nature of the subject to be discussed and the specific section of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in council minutes.
2. Motion. The motion to go into closed session must be made, passed by a majority of council members present, and recorded in council minutes.
3. Closed Session. During the closed session, only the business stated in the announcement can be discussed, and no action may be taken. No minutes are to be taken in closed session. If the council secretary is not a council member, the secretary shall not enter the closed session. Details discussed in closed session shall not be discussed outside the closed session.
4. Decision. 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. MATERIALS PRESENT AT COUNCIL MEETINGS

1. The chairperson shall bring:
 - a. All items submitted for inclusion on the agenda.
 - b. All correspondence addressed to the council that he has received.
 - c. Quarterly financial report from the central office.
2. The council secretary shall bring copies of the council's by-laws, policies, annual budget, monthly

spending reports, and minutes.

3. All council members shall bring copies of the council's by-laws, policies, and school plan.

E. AGENDA

1. Anyone may submit items for inclusion on the agenda to any council member or secretary by the Monday prior to a regularly scheduled council meeting.
2. The chairperson or designee shall prepare an agenda for each council meeting, including items submitted in writing for inclusion by the public, staff, parents, other council members and other items he or she believes should be on the agenda. The chairperson may declare an item received as not within school council authority.
3. Each agenda shall include the following items:
 - a. Setting of the final agenda for the current meeting
 - b. Review and approval of previous meeting minutes.
 - c. An opportunity during the course of the meeting for school or community persons to address the school council.
 - d. Committee Reports to the School Council
 - e. SIP and Gap progress report
4. At a special called meeting, only the items listed on the notice of meeting can be discussed and no new items can be introduced for discussion or inclusion on the agenda.

F. DISCUSSION OF AGENDA ITEMS

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

G. DECISION MAKING PROCESS

1. Unless otherwise specified by these by-laws, the school council shall use parliamentary procedures as specified by Robert's Rules of Order.
2. 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's improvement plan.
3. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study.
4. All decisions and policies officially adopted by the Conner Middle School Council will be reported to the board of education and superintendent through submission of approved council minutes to the SBDM district coordinator.
5. The school council will make decisions by consensus except as otherwise designated in the by-laws

using the following guidelines:

- a. A motion and a second are made.
- b. After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.
- c. The chair will ask whether any member disagrees with that statement.
- d. If all members agree, the decision will be recorded as a unanimous decision in the council minutes.
- e. If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails.

H. ALTERNATIVE TO CONSENSUS

When a third suggestion of consensus fails, the council may by majority vote determine to:

1. Vote to send the issue back to a committee or to the full staff for feedback;
2. Form an ad hoc committee to study the issue further (the motion on this vote shall include a regular meeting date when the council will hear from the committee);
3. Decide the issue by majority vote of the council (see below).

I. CRITERIA FOR MAJORITY VOTE

A majority vote of the council shall be taken after consensus fails three times if the issue meets the following criteria:

1. The issue involves the selection of a new principal: the council shall vote and the candidate receiving the majority shall be selected.
2. The issue involves the number of persons to be employed in each job classification, the textbooks to be purchased, or the budget for or purchase of student support services;
3. The issue is whether to continue to meet for longer than 90 minutes.
4. The federal or state government or the district board of education has set a deadline by which the school council must make a final decision and that deadline will occur before the next regular council meeting; and
5. The members of the council cannot agree by consensus to decide the issue at a special meeting and a majority of the council members wish to decide the issue by a majority vote. When the above exceptions do not apply and consensus cannot be reached, the issue may be placed on the agenda for the next regular meeting or special meeting and the decision may be made at that meeting by majority vote of the council. When voting, any abstention is counted with the majority vote.

ARTICLE VII. MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES KEPT AND APPROVED

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

3. 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 filed in the council's policy manual.
4. The minutes of the school council shall not be official until they are reviewed and approved by the council. The minutes shall be open to public inspection immediately after they are approved.
5. A preliminary copy of the minutes for all council meetings will be provided to certified and classified staff in written form within five working days of the adjournment of the meeting.
6. A copy of the approved minutes will be posted to the school website.

C. REQUESTS FOR COUNCIL RECORDS

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records shall be 10 cents per copy unless the request is for the School Improvement Plan document.
3. The fee for a copy of the School Improvement Plan document shall be the school's cost for one copy, as per printing records.
4. Council Minutes, By-Laws, Policies and the School Improvement Plan shall be posted on the school's web page and can be accessed by the public at no cost.
5. The requested records must be provided to the person making the request within three business days (The attorney general ruled in 01-ORD-94 (May 2001) that the only days that are excluded are legal holidays and weekends. As a result, the fact that a school may be closed over the winter holidays or spring break and no one is in the office does not prevent the clock from running on the three-day response requirement.)
6. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.
7. School council records will be available for inspection during school hours (est. 7:35 a.m. – 2:35 p.m.)
8. The principal shall make the final determinations regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered in this policy, in compliance with local board policy, state guidelines and requirements.

ARTICLE XIII. APPEALS

BOARD POLICY

Click the following link for a copy of the Boone County Board of Education's Board Policy. Search Chapter 2 of the document for the approved process for [Appeals of Council Decisions](#).

ARTICLE IX. AMENDMENTS

A. AMENDMENTS TO COUNCIL BY-LAWS

These by-laws may be amended after the council has had the opportunity to provide input on changes and consensus is reached or majority vote is taken. On-line collaboration of all members may be utilized to provide members the opportunity to review and recommend changes.

B. AMENDMENTS TO COUNCIL POLICIES

Policy will be reviewed at least annually or more often if needed. The council may amend policy following the decision making process outlined in this document.