

Ockerman Elementary Site Based Article 2.0

Ockerman Elementary School Council Membership

A. Composition:

1. The school council shall consist of the principal, three (3) teacher members, and two (2) parent members.
2. If the minority enrollment at the school reaches 8% or more as of the preceding October 1st 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.
3. 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 their interests of the minority students in the school.
4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the teachers shall elect a non-minority teacher to represent their interests of the minority students in the school.

B. Requirements of Membership:

1. **All Members:** No one may serve on the school council who has business interest in the school as designated by KRS 45A.340. New members (those with less than one year of council experience) shall complete six (6) hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one year council experience) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year. In the event the council must select a principal, the council is required by law to obtain training in the recruitment and interviewing prior to beginning the principal selection process.
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, not vote in teacher elections.
3. **Parent Members:** The legal definition of parent (KRS 160.3451.d.) allows biological parents, step parents, foster parents, or persons who have legal custody of a student pursuant to a court order and with whom the student resides to serve on the council or to vote. According to the law, parents who are nominated or who wish to vote must have a child "pre-registered to attend" the school for the next year. If a child is in preschool this year and will attend our school next year, the parents of that child would be eligible for next year's council. Parents of 5th grade students who are exiting our school need to be nominated or vote in the middle school election. **Parent council members cannot be employed in or be a relative of an employee of the school in which

that parent serves, nor shall the parent representative be an employee or a relative of an employee in the district administrative offices. (Father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law.) A parent representative shall not be a local board members or a board members' spouse.

C. Elections:

1. **Parents Members:** Parents conduct their own elections as per KRS 160.345. The parent representative shall be elected for a one (1) year term. The President of the Ockerman Elementary Schools Parent Teacher Organization (PTO) shall call a meeting of the organization by March 31st for the purpose of selecting members to the Council. The president of the PTO shall chair the meeting as long as he/she is not a nominee. The meeting shall be chaired by an officer of the PTO in successive order, if not a nominee. The PTO President will appoint a nomination/verification committee of a minimum of three (3) members. This committee will receive nominees and prepare the ballots for the election. Parent representatives to the Council shall be elected by secret ballot. Parent elections may be by plurality vote (two parents with the highest votes) unless the PTO By-Laws require a majority vote. The President of the PTO shall notify the principal in writing (or electronically) of the two (2) parents elected within 48 hours of the final vote, and shall deliver all election materials to the principal within 48 hours of the conclusion of the elections.
2. **Minority Parent Members:** If Ockerman Elementary has eight (8) percent or more minority students enrolled as of October 1st of the preceding year, the principal shall conduct an election for a minority parent member to the school council in the event a minority member is not elected during the regular elections. The principal shall conduct a special election for a minority parent by:
 - a. Call for nominations.
 - b. Notifying all parents in writing, or via electronic means, of date, time and location of the election.
 - c. Conducting the election by ballot and selecting a representative to count the votes.
 - d. The nominee with the most votes shall be the minority parent council member.
3. **Teacher Members:** Teachers conduct their own elections as per KRS 160.345. All teachers assigned to the school shall have an opportunity to participate in the annual selection of teacher representatives. A nomination form will be disseminated to all teachers by February 15th of each school year. Teachers may nominate themselves or another teacher. A Validation Committee comprised of two (2) teachers, selected by the faculty shall be formed annually. The BCEA representative shall serve as the chairperson of the committee, shall facilitate selection of teacher members to the committee, and shall call all committee meetings. The process that the committee may use to elect their representatives should address the following areas:

- a. Nominations
- b. Preparation of the ballot
- c. Elections
- d. Absentee ballots
- e. Procedures after the first round of ballots
- f. Delivery of election materials to the principal the next business day after the election

Nominations shall be made on official forms provided by the Validation Committee. The Committee shall collect the nominations and identify the teachers. The Committee shall check with each nominee to get approval for placing his/her name on the election ballot.

The BCEA representative shall call a meeting for the purpose of electing council members for the following year. The election shall be scheduled in March. All voting will be by secret ballot and shall continue until three (3) teacher Council members are elected by a simple majority vote (one half plus one) of the number of teachers assigned to the school. Teachers receiving the lowest number of votes will be dropped off the ballot each time a vote has to be taken. The PTO president and the BCEA Building representative shall develop a biographical profile of each new council member and report the new members to the public through the local newspaper, school newsletter, and/or school website.

4. **Term Limits:** School Council members can serve an unlimited number of terms as long as they meet the eligibility requirements. Parent members will be elected for one (1) year terms and teachers will be elected for one (1) year terms.
5. **Principal Role in the SBDM Elections:** Other than conducting the election for the minority teacher and parent members in the event the school is required to do that, principals are not given a role, by statute, in school council elections. The principal is the custodian of records for the school, and must keep the official records from the parent and teacher elections for at least three (3) years.

D. Removal of Members:

1. According to KRS 156.132, the commissioner of education shall recommend removal of a school council member whom he/she has reason to believe is guilty of immorality, misconduct in office, incompetency, willful neglect of duty, or nonfeasance. 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.
2. Each council member is expected to abide by the Ockerman Elementary Council Standard of Conduct. Violation of the Standard of Conduct may result in a member's resignation, as outlined in the Standards of Conduct.

E. Filling Vacancies:

1. 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 (1) month after the vacancy occurs, in the event the vacancy occurs during the summer months when school is not in session, another member shall be elected after the opening day of the new school year. The person elected in a special election shall serve the remainder of the term until May 31st, and be eligible for re-election.

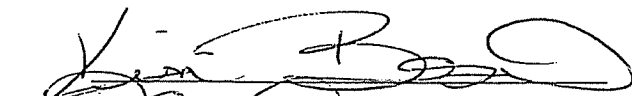
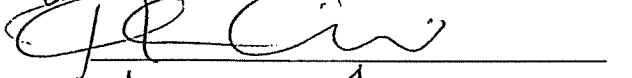
F. Terms of Office:

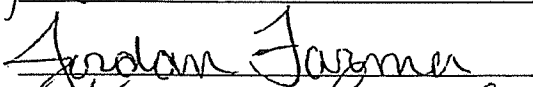
1. The terms of parent and teacher members shall begin on June 1st and end on May 31st. Between the date of the election and June 1st, members-elect are expected to attend all council meetings.

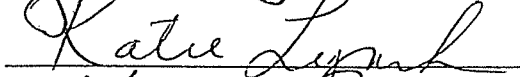
G. Ockerman Elementary Council Standards of Conduct:

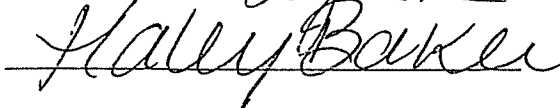
1. All members of the Ockerman Elementary SBDM Council shall read and show full acknowledgement and acceptance of the Council Standards of Conduct by placing their signature on the document entitled, "Ockerman Elementary Council Standards of Conduct." The Standards of Conduct is a set of professional standards for members to follow as they work as a team, make decisions affecting the school, and more specifically, the students and parents they serve.
2. The Standards of Conduct shall be amended as needed. A written Standards of Conduct shall be included in these by-laws.
3. Each council member shall read and show by his/her signature a commitment to abide by the Standards of Conduct.

The Article 2.0 of the Ockerman Elementary Council's By-Laws was adopted on 10-13-16 and signed by the following Council members:

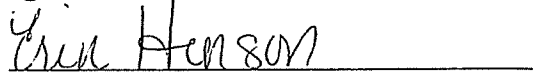



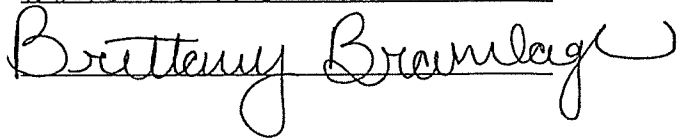












SBDM Secretary:



Susan Bell