

# Ockerman Elementary Site Based Article 5.0

## Ockerman Elementary School Council Schedule of Meetings

**Types of meetings:** Council members shall attend four (4) types of meetings:

1. Regular meetings held on a set day of the month and at a set time of the day.
2. Special meetings scheduled as they are needed between regularly scheduled meetings.
3. Executive meetings – KRS 61.810
4. Training meetings designed for council members to acquire knowledge and/or develop skills.

### **A. Regular Meetings:**

1. At the first meeting of each council term, the council shall select one (1) regular meeting date in each month through July of the next calendar year. The principal shall post a copy of the schedule in the teacher's lounge and in a place readily accessible to parents, and the council chairperson shall cause the council secretary to notify the local media at least one week in advance of each meeting.
2. Meetings may not exceed 2 hours unless the council agrees to the extended time by making a motion, second and a majority vote is approved to extend the length of the meeting. Anything not completed will be tabled until the next meeting. The council meeting will automatically be cancelled when school is closed or classes are dismissed for any reason on the day of a regularly scheduled meeting; being rescheduled on the 4<sup>th</sup> Tuesday of the month at the same time as the regularly scheduled meetings.
3. The principal shall post the agenda of meetings in a prominent location of the building at least 24 hours prior to the meeting.
4. Regularly scheduled meetings will be posted on the school marquee at least 24 hours prior to the meeting.

**B. Special Meetings:** If the council needs to meet before its next regular meeting; 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. **Written Notice: Contents.** The chairperson or council members calling the meeting shall prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for each meeting. Only the items on the agenda may be discussed.

2. Delivery of Notice: The chairperson shall arrange for the notice to be delivered to each council member. The delivery can be by hand, fax machine, or mail but the contents of the notice must be received at least 24 hours prior to the time of the meeting.
3. Posting of Notice: The notice for the special meeting shall be posted by the chairperson in a prominent place in the school at least 24 hours prior to the time of the meeting.

**C. Executive Meetings: Closed Session:** 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 to discuss only an item from 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: Content:** 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 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. Training Meetings:** Designed for council members to acquire knowledge and/or develop skills.

The Fifth Article of the Ockerman Elementary School Council's By-Laws was adopted on May 22, 2006 and signed by the following Council members:

Thomas W. Loring, Jr. Principal  
Heather K. Kiteleski  
Bruce J. Trotter

Helen Marie Goulet  
Hail Snow  
Kim Snider  
Virginia Bishop