

Ockerman Elementary Site Based Article 6.0

Ockerman Elementary School Council Conduct of Meetings

- A. **Quorum:** A Quorum of the school council shall be a majority (one-half plus one) of the council members. No council decision can be made 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.
- C. **Closed Sessions:** A closed session is a portion of a regular 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 [KRD61.810(1)(c)]; or to discuss candidates for a principal vacancy or conduct consultations in filling vacancies [FRS 61.810(1)(f)]. Before a closed session can be conducted, the following steps must be taken:
1. **Announcement of Contents:** An announcement of the general nature of the subject to be discussed and the specific of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in the minutes.
 2. **Motion:** The motion to go into closed session must be made, passed by majority of council members present, and recorded in the 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. Details discussed in closed session shall not be discussed outside the closed session.
 4. **Decision:** After a 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 the Ockerman Council Handbook, the folder containing all items submitted for inclusion on the agenda, the folder containing all correspondence addressed to the council that he or she has received, and the monthly SBDM budget and financial report.
 2. The council secretary shall bring the binder that he or she uses to maintain copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes.
 3. All council members shall bring their Ockerman Council Handbook containing copies of the council by-laws, policies, and school improvement plan.

E. Agenda:

1. Anyone may submit items for inclusion on the agenda to the chairperson/principal in writing, or via email, by the Monday prior to a regularly scheduled council meeting. The principal shall maintain a complete file of these items.
2. The chairperson shall prepare a preliminary agenda for each regular council meeting, including items submitted in writing or via email 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, and those items will not be included on the agenda.
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.
4. The preliminary agenda shall be posted in a prominent place in the school building at least 24 hours prior to the meeting.
5. Setting of the final agenda shall be the first order of business conducted at each regular meeting and council members may introduce issues for inclusion on the current agenda at that time. The agenda shall be approved by motion and consensus or vote of the council. At a special called meeting, only 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. Each agenda item shall be discussed by the school council 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 wish to contribute to the discussion on a particular item, the chair may 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 committee or ad hoc committee for further study as deemed by the council.

G. Decision Making Process:

1. All business and decisions of the school council will relate to the school mission and purpose to improve student achievement and/or further the goals in the school improvement plan.
2. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study.
3. All decisions and policies officially adopted by the Ockerman School Council will be reported to the board of education and superintendent through submission of approved council minutes to the SBDM district coordinator.

4. 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 decision made by consensus 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 second suggestion of consensus fails.

- H. **Alternative to Consensus:** When a second suggestion of consensus fails the council may, by majority, vote to determine:
 1. Vote to send the issue back to a committee, or
 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), or
 3. Decide the issue by majority vote of the council.

- I. **Criteria for Majority Vote:** A majority vote of the council shall be taken after consensus fails two (2) times if the issue meets on 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 longer than two (2) hours.
 4. The federal, 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.
 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 discuss the issue by a majority vote. When the above expectations 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 on the council. When voting, any abstention is counted with the majority vote.

The Article 6.0 of the Ockerman Elementary Council's By-Laws was adopted on
10-13-16 and signed by the following Council members:

Kim BSO
Joni
Ardan Farmer
Kate Lynn
Hally Baker

Laura Toebe
Tril Henson
Brittany Bramlage

SBDM Secretary:

Susan Bell
Susan Bell