

Shannon Johnson Elementary School

SBDM BY-LAWS

COUNCIL BY-LAWS:

By-laws are established as a process for conducting school business.

PURPOSE/MISSION:

The school council shall have the responsibility to set school policy consistent with district board policy. All policies shall support an environment designed to enhance student achievement and help Shannon Johnson Elementary (SJE) students meet the goals established by state law. The school council will assess, monitor, and evaluate the policies and programs of SJE. Our mission is to educate every student to their fullest potential that always puts the students' needs first and that will prepare them for the challenges of the 21st century.

MEMBERSHIP TO COUNCIL:

The SJE SBDM Council shall consist of two parents, three teachers, and one principal. The teachers and parent members shall be elected in compliance with state law. An 8% minority population of student enrollment will determine the need for an additional parent and teacher as minority representative members.

No person or persons may serve on the SJE SBDM Council that has a business interest in the school. Teacher members must possess certification required for their position. Itinerant teachers may nominate, serve and vote at SJE. Counselors may serve as teacher members. Principals or assistant principals may not serve as teacher members, nor vote in teacher elections.

Parent members must meet state legal definition of "parent" which includes biological parents, stepparents, foster parents, or person who have legal custody of the student. Parent who are nominated or wish to vote must have a child "pre-registered to attend" SJE for the next school year. (Parents of incoming Kindergarten students would be eligible to vote and/or hold a parent seat, parents of outgoing fifth graders would not be able to vote and/or hold a parent seat). Parent council members cannot be employed in or related to someone who is employed at SJE or at the Madison County School district offices. Parent members cannot be a Madison County School Board member or a Board member's spouse.

TERM OF OFFICE:

The SJE council members shall be elected for one year terms. Elections will take place in May on a date to be set by the principal. The term of office shall be July 1 through June 30. Council members may serve an unlimited number of terms as long as eligibility requirements are met.

Teacher members will conduct their own elections as per KRS 160.345. Teacher members will be elected by a simple majority (one half plus one) of the number of teachers assigned to SJE. Teacher election process should consider the following: nominations, preparation of the ballot, elections, absentee ballots, procedures after the

first round of ballots, notification to the principal, and delivery of election materials to the principal.

Parent members will conduct their own elections as per KRS 160.345. The president of the PTK shall notify the principal in writing of the parents selected within 24 hours of the final vote, and shall deliver all election material to the principal the next business day after the election.

The principal is custodian of records for the school, and must keep official records from the parent and teacher elections of a minimum of three years.

COUNCIL ROLES AND RESPONSIBILITIES:

CHAIRPERSON – The principal shall be the chairperson of the council and shall conduct all meeting of the council. The chairperson shall have the same membership rights and privileges as other members. The chairperson shall be responsible for compiling and distributing the agenda for the meetings, coordinating standing Ad-Hoc committees, be the official custodian of all council records and shall stat for record purposes when consensus is present.

VICE-CHAIRPERSON – The Vice-chairperson presides over council meetings in the absence of the chair. At the beginning of each new term, the council will determine a Vice-chair to preside when the principal must be absent, or when the principal should resign. The Vice-chair shall have the authority to call a special meeting of the council in the event a principal vacancy occurs, and conduct meetings necessary for the principal hiring process to take place.

SECRETARY – The secretary shall be determined by the council members. The secretary records and keeps council minutes at all times except when the council must convene in closed session; provide copies of minutes to the council members, prepare official council correspondence, maintain “school council” files containing copies of all council minutes, plans and reports, council correspondence, and any council-related information from the school district or state and a current copy of council by-laws and policies.

COUNCIL MEMBERS – Duties of all SJE council members shall include: knowing and supporting the mission, philosophy, and goals of SJE, attending all council meetings, encouraging and seeking opinions and feedback from all constituents, supporting and communicating council decisions, and seeking information independently and as needed brought before the council.

COUNCIL TRAINING:

All new members (those with less than one (1) year service) will complete six (6) hours of training from a Kentucky Department of Education endorsed trainer to be oriented to the roles and responsibilities of the council. Experienced members (those with one (1) year or more of service) will complete three (3) hours of training from a Kentucky Department of Education endorsed trainer.

In the event that the council must select a new principal, the council is required to complete additional training in the recruitment and interviewing process prior to beginning the principal selection process.

COUNCIL MEETINGS:

The council will meet monthly at SJE. The meeting of the school council shall be open to the public and all interested persons may attend. However, exceptions to open meeting provided in KRS 610.810 shall apply. KRS 160.345 (2) (e) Exceptions will pertain to executive sessions where consideration of personnel and litigation issues will be closed to the public. All meeting will be advertised in the local media.

SPECIAL MEETINGS – Special meetings may be called by the chairperson and/or the majority of the council members. Only items on the “Special” meeting agenda will be considered.

SPECIAL CONDITIONS – Determination of a quorum: A quorum will consist of a minimum of 4 committee members (majority), consisting of the principal or vice-chair in the principal’s absence, and 3 other committee members. This quorum is required for conducting business.

DECISION MAKING METHOD – Decisions shall be reached through consensus, retaining the option to vote should it be necessary. A majority vote will be required. Issues may be raised and solutions discussed before seeking consensus. Appeals of council decisions will be consistent with school board policy.

POLICY DEVELOPMENT, AMENDMENTS AND REVIEW:

The SJE SBDM Council shall adopt and function within the by-laws and policies consistent with the Madison County Board of Education policies, state statues, regulations and guidelines that govern SBDM. All policies and by-laws require two readings prior to adoption.

AGENDA PREPARTAION AND DISTRIBUTION:

An agenda will be provided by the principal. During regular business meetings, council members may provide suggestions for the upcoming agenda, at the end of the meeting. Agenda items can be added on an emergency basis by any council member.

The Principal shall compile the agenda and circulate it to all council members preceding the regular meeting of the council. The agenda must also be made available to all teachers and interested parents of the school. In special called meeting, an agenda shall be prepared as early as possible. Only items on the agenda will be discussed during the special meeting.

Any interested party may place an item on the agenda. Items to be placed on the agenda must be presented in writing to the chairperson seven (7) days prior to the regular meeting. A request must state the topic of issue to be addressed, the name(s) of the person(s) who wish to present the item and the person or group(s) they represent. SBDM Agenda Item Request must be obtained from SJE Office.

RECORD KEEPING:

The Madison County School Board Policy requires SBDM minutes submitted within 48 hours. All SBDM records will be maintained in the school's main office; anyone may make a written request to inspect SJE's public records. Any limitations on the right to inspect public records will be in accordance with KRS 61.872 and OAG 76-375.

REQUESTS FOR PUBLIC RECORDS AND RESPONSES PROCESS:

The Madison County School Board policy in compliance with Kentucky Revised Statutes (KRS) and Opinion of the Attorney General (OAG) determine how to make a request for SJE's public records and the procedures for the response process.

Note: According to KRS 61.876 minimum procedures must include:

- Regular school office hours
- Title and address of official custodian
- Fees to be charged for copies
- Procedures to be followed

BY-LAWS EVALUATION

Date Adopted: _____

Chairperson's Initials _____

Date Reviewed/Revised: _____

Chairperson's Initials _____

Date Reviewed/Revised: _____

Chairperson's Initials _____

SBDM AGENDA ITEM ADDITION REQUEST

Person Making Request:

(Print Name)

Signature

Date:

Meeting date for item to be placed on Agenda:

Topic of issue to be addressed:

Person(s) who wish to present item and the person or group(s) they represent:

For Office Use Only

Request turned in at least 7 days prior to Regular Meeting date: YES / NO

All items answered completely: YES / NO

Item Approved for Agenda: YES / NO

If no, document why:

Person making request notified: YES / NO
