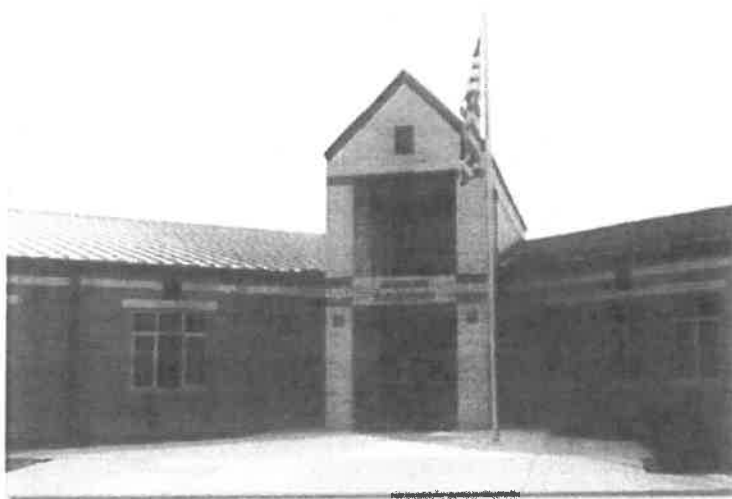


Rodburn Elementary School

By-Laws



Rodburn Elementary School By-Laws

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Article 1

Mission, By-laws and Procedures of the Rodburn Elementary School Council

At Rodburn, our mission is to do whatever it takes to make sure that our students are successful. They will be insured a quality education by being taught the required curriculum from our state-mandated Program of Studies; as well as, other life skills. In order to monitor what our students have learned, Rodburn faculty and staff will employ formative and summative assessments, analyze test data, review student work, and maintain contact with parents. Student's strengths and weaknesses will be addressed through the use of support personnel, differentiated instruction, research-based instructional practices, and attention to multiple intelligences. Leadership will assist in maintaining adequate resources, ensuring efficient use of time, and providing opportunities for teacher collaboration. At Rodburn, every child matters.

Rodburn Elementary

Vision:

Rodburn Elementary inspires and creates lifelong learners.

Mission:

At

Respect everyone

Empower minds

Support growth

We believe:

- **Every child can learn and be successful through quality instruction.**
- **Every child's education begins with positive relationships.**
- **Every child's learning is the shared responsibility of students, staff, families, and the community.**
- **Every child deserves a safe and nurturing environment.**

Council Purpose

It is the purpose of the Council is to address student achievement as outlined in the Kentucky's Program of Studies and Core Content document.

The purpose of the by-laws is to provide the council with an established set of rules and procedures under which to function with respect to state laws and local board policy.

The School-Based Decision Making Council of Rodburn Elementary School adopts the following by-laws and procedures to ensure the orderly and efficient conduct of the official business of the Rodburn Elementary School. These by-laws and procedures are established with respect to state laws and our local board policy.

Article II

Membership

A. Composition

The Council shall consist of the principal, three teacher members, and two parent members.

B. Qualifications for Membership

1. **ALL MEMBERS** – No one may serve on the council who has a legal conflict as defined by KRS.340. Current and past council members who continue to meet the other requirements of this section are eligible to be elected to additional terms unless they are removed from office under the provisions stated in Section E below.
2. **TEACHER MEMBERS** – To serve as a teacher member of the council, one must hold a position at the school that requires a state certificate, and one must not hold the position of principal, assistant principal, or head teacher. KRS 160.345
3. **PARENT MEMBERS** – To serve as a parent member of the council, one must be the parent, step-parent, or legal guardian of a child who will be enrolled at the school during one's term of office. (KRS 160.345) The parent representatives on the council may not be employees of that school or the district central office, or relatives of an employee of that school or relatives of a district central office employee, and a local board member or their spouse may not be a parent representative. (A parent representative on the council may be an employee of another school or a relative of an employee of another school).

C. Elections

1. TEACHER MEMBERS

- a. **Nomination:** Teachers may nominate themselves or another teacher. Nominated candidates must verbally approve their names to be placed on the ballot. Nominations shall be made in writing to the counselor no later than April 15th. The counselor shall prepare a ballot containing the names of all qualified teachers nominated.
- b. **Elections** of teacher members shall be held no later than April 30th. Voting shall be by secret ballot. The counselor shall count the ballots in the presence of any teachers who wish to attend. All teachers will be notified of the results of the election. Any person receiving a majority of this ballot shall serve as a council member in the coming year.
- c. **Procedure if fewer than three candidates receive a majority.** If only two candidates receive majorities, the remaining candidates shall be listed on a second ballot. Teachers shall each mark one name, and the one receiving the highest number of votes shall serve as a council member for the coming year. If only one candidate receives a majority, the candidates remaining shall be listed on a second ballot. Teachers shall mark up to two names, and the candidates receiving majority shall serve as council members for the coming year. If no candidate receives a majority, all candidates shall be listed on a second ballot. Teachers

shall each mark up to three names, and the candidates receiving a majority shall serve as council members for the coming year.

- d. **Absentee voting.** In the event of a teacher's planned absence, this teacher may vote one school day before his or her absence. When a teacher is absent because of an illness, the teacher may vote one school day after the election. In the event of an extended absence, the counselor or designee shall hand deliver a ballot to the teacher within two days of the election. The teacher may vote at this time and give the ballot back to the counselor or his or her representative or the teacher may send a sealed ballot back to the school within one school day. Ballots will be available two school days prior to the election and it is the responsibility of itinerant teachers who will not be at the school on the day of the election to have their ballot returned to the counselor by the day of the election.

2. **Parent Members.** Elections of parent members shall be conducted by the parent teacher organization not later than April 30. The counselor shall assist the parent teacher organization in alerting parents to the election schedule. The president of the parent teacher organization shall notify the current council of the names of those elected not later than May 7th.

D. Standards of Conduct For Council Members

1. **Attendance.** Members of the Council shall attend all council meetings unless the absence is excused. Absences may be excused by consensus of the council for good cause. A member who has three unexcused absences from council meetings shall resign.
2. **Conflict of Interest.** No member shall enter into any business dealing that creates a conflict of interest under KRS Chapter 45a, and any member who discovers the existence of such a conflict of interest shall resign. KRS 160.345
3. **Teacher Departure.** A teacher member who ceases to be assigned to the school before his or her term is completed shall resign.
4. **Student Departure.** A parent member whose child ceases to attend the school before his or her term is completed shall resign.
5. **Improper Setting.** No combination of four (4) members of the council shall meet to discuss council business without following the procedures for scheduling a meeting of the full council listed in Article V below.
6. **Criminal Conduct.** Any member of the council who is convicted of a felony during his or her term of office shall resign.
7. **Professional Development.** Council members shall receive professional development related to school-based decision making no later than October 1st of their term. The council shall designate the training areas and programs for council

members within the Rowan County Board of Education's budget allocation. (Rowan County Board of Education Policy 02.431)

E. Removal of Members

A member who has violated any of the standards of conduct and who does not submit a written resignation from the council shall be subject to removal using the following procedure.

1. **Motion.** A motion to remove the member shall be made by a member of the council, stating the actions that justify removal and identifying the standards of conduct violated by those actions.
2. **Second.** If the motion is seconded, the member whose removal has been moved shall be given a chance to explain why removal is not justified. If the motion is not seconded, no further action shall be taken on the motion.
3. **Defense.** The member whose removal has been moved shall be permitted to present any type of defense he or she desires. Other persons wishing to address the issue may also speak, but the person whose removal is being considered will be allowed to speak last.
4. **Decision.** The council shall vote on whether removal is justified. If there are four votes for removal, the member shall be removed. If there are fewer than four votes for removal, the motion shall fail. This provision for voting is an exception to the use of consensus called for in Article VI, Section G.

F. Method of Filling Vacancies

If a member of the council resigns or is removed from office, a replacement shall be selected in a special election held not more than one month after the vacancy occurs, using the procedure stated in section C above. The person elected in the special election shall serve until June 30 and be eligible for re-election to a full term.

G. Terms

The term of parent and teacher members shall begin on July 1 and end on June 30 of a two-year term. Members-elect are urged to attend all council meetings. Members are eligible for reelection to consecutive terms.

Article III

Officers of the Council

A. Chair

The principal shall be chair of the council. (KRS 160.345) He or she shall have all the responsibilities specified in these by-laws and shall also be responsible for maintaining a file of all correspondence addressed to the council. The principal may remove items from that file, either to discard them or to file them elsewhere, only after they have been brought to two regular council meetings.

B. Custodian of Records

The principal shall also be the official custodian of council records.

C. Vice-Chair

A vice-chair shall be elected by the council from among its members at its first meeting each year. The vice-chair shall preside at any council meeting that the principal is unable to attend.

D. Secretary

A secretary shall be selected by the council prior to its first meeting each year. The secretary does not have to be a member of the council, but must be willing to perform the duties of the office. The secretary shall perform the duties specified in Article VII below.

Article IV

Functions

A. Required Functions

The council shall:

1. Determine, within the parameters of the total available funds, the number of persons to be employed in each job classification at the school. (KRS 160.345)
2. Determine which textbooks shall be used at the school. (KRS 160.345)
3. Determine which instructional materials shall be used at the school. (KRS 160.345)
4. Determine what student support services shall be provided in the school. (KRS 160.345)
5. Select a new principal for the school, when that position becomes vacant, from a list of applicants submitted by the superintendent at the council's request. (KRS 160.345)
6. Consult with the principal before the principal selects persons to be hired to fill other vacant positions at the school. Consultation shall include the following steps:

After taking into account stipulations in regard to transfer procedures and all other Rowan County Board of Education Policy regulations and appropriate practices and procedures the following will apply:

The principal will be responsible for calling references and setting up the interviews. The council will interview for both classified and certified positions.

After consultation with the council, the principal will make the final hiring decision.

7. Adopt policies to be implemented by the principal in the following areas. (KRS 160.345)
 - 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 the use of school space during the school day.
 - f. Planning and resolution of issues regarding instructional practices.
 - g. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, assistant principal, and principal.

- h. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision.
- 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. (KRS 160.345)
- j. Other issues necessary to provide an environment to enhance student achievement and meet goals established by KRS 158.645. If the council makes a policy that fits this area but not any of the areas listed in items a-h above, that policy must be consistent with district board policy. (KRS 160.345)

B. Disallowed Activities

The council shall not:

- 1. Recommend the transfer or dismissal of any member of the school staff. (KRS 160.345)
- 2. Violate federal or state law or regulations.
- 3. Take any action that risks the health or safety of students, staff, or others.
- 4. Take any action that exposes the council or the district to unreasonable risk of legal liability.
- 5. Authorize any purchase that exceeds the financial resources available to it.
- 6. Take any action that violates contractual obligation already made by the district or the council to personnel and other providers of goods and services.
- 7. Exceed the functions listed in section A above.

Article V

Schedule of Meetings

A. Regular Meetings

At the first meeting of each council term, the council shall select at least five regular meeting dates during the school year.

B. Special Meetings

If the council needs to meet before its next regular meeting, the principal may call a special meeting. A special meeting may also be called by a majority of members of the council. Once the decision is made to call a special meeting, the following steps must be taken:

1. **WRITTEN NOTICE CONTENTS:** The person or persons calling the meeting must prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for the meeting. No issue not listed on the agenda can legally be discussed at the special meeting.
2. **DELIVERY OF NOTICE:** The person or persons calling the meeting must arrange for the notice to be delivered to every council member and to any media organization that has asked to be notified of council meetings. The delivery can be made by hand, facsimile machine, or mail. But the method must be one that allows the notice to arrive at least 24 hours before the time set for the meeting.
3. **POSTING OF NOTICE:** The notice must be posted conspicuously at the school and also at the building where the meeting will be held if the meeting will not be held at the school. These copies must be posted as soon as possible after the meeting is called, and definitely not less than 24 hours before the meeting will be held.

Month, Day, Year

Dear _____,

This is a notification that a special meeting is being called for the School Based Decision Making Council of _____ School. This meeting will take place on _____ (day) at _____ (time) and will be located at _____ (place). The reason for this meeting is: _____.

Below is the agenda that will be discussed at this meeting.

Agenda:

Thank you.

Sincerely,

_____ (Chair of council)

Article VI

Conduct of Meetings

A. Quorum

A quorum of the council must be present before any council meetings can take place. A quorum of the council shall consist of four council members. No policy shall be adopted by the council at the meeting in which that policy is introduced. No policy may be adopted without a quorum consisting of at least the principal, one teacher, one parent, and one other council member.

B. Attendance at Meetings

Anyone who wants to attend a council meeting may do so, 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 members meet in private, within the realm of council responsibilities. The allowed subjects at closed meetings are: proposed or pending litigations by or against the council.

1. **ANNOUNCEMENT: CONTENTS** – An announcement must be made in open session. The announcement must state that the council needs to discuss business involving a topic that the law allows to be discussed in closed sessions. The announcement must state the general nature of business that needs to be discussed in closed session and identify the specific section of the law that allows the session to be closed.
2. **MOTION** – A motion must be made and passed by majority of members present to go into closed session to discuss that business. During the closed session, only the business stated in the announcement can be discussed, and no final decision can be made. After full discussion, the council must return to open meeting and make any official decision needed on the matter, and the decision must be recorded in the minutes of the open session.

D. Materials to be Brought to Council Meetings

1. By the Principal

To every council meeting, the principal shall bring:

- a. The folder containing all items submitted for inclusion on the agenda, and
- b. The folder containing all correspondence addressed to the council that he or she has received.

2. By the Secretary

The secretary shall bring the binder he or she maintains that holds copies of the council's by-laws, policies, annual budget, and minutes.

E. Agenda

1. Regular Scheduled Meetings

Anyone may submit items for inclusion on the agenda to the principal. He or she shall maintain a complete file of those items. The principal is responsible for preparing the agenda for the meeting.

2. Special-Called Meetings

At special-called meetings, only items listed on the agenda of the meeting can be discussed.

F. Discussion of Agenda Items

Each item on the agenda shall be fully discussed by the council before any decisions are made. Other persons attending the meeting may show that they want to comment or to ask questions by raising their hands, and the chair will call upon them to speak. When a significant number of persons wish to speak or when discussion of an issue has taken more than half an hour, the chair may set limits on the number of persons who may speak and the length of time each may speak.

G. Consensus Decision

This council shall operate by the consensus procedure stated in this paragraph. After discussion of each issue, the chair or any member of the council may suggest the presence of consensus. The person making the suggestion shall explain in one or more sentences what he or she thinks the consensus is. The chair shall then ask whether any member has any significant disagreement with that statement. If no one disagrees, the decision shall be deemed made. If any member disagrees, the discussion shall continue until a suggestion of consensus is made that draws no disagreement or until a third suggestion of consensus fails.

H. Failure to Reach Consensus

When the third suggestion of consensus fails and exceptions listed below do not apply, the chair shall direct that the issue be taken up again by the appropriate committee. In an effort to facilitate a resolution of the issue, council members with strong concerns about the issue will be re-addressed at the next regularly scheduled council meeting or at a special meeting. The exceptions to this procedure are:

1. If the issue is the selection of a new principal, the council shall vote, and if any candidate receives four votes, that person shall be selected.
2. If the issue is council consultation about the selection of persons to fill other positions, each member shall state his or her judgment on the matter and the principal shall make the final selections.
3. A vote shall be taken until a majority is reached if the issue meets all of the following standards:

- A. It involves the number of persons to be employed, the textbooks to be acquired, the budget for or purchase of instructional materials, or the budget for or purchase of student support services.
- B. The federal or state government or the district board of education has set a deadline for making the decision: and
- C. That deadline will occur before the next regular meeting of the council: and
- D. The members of the council cannot agree by consensus to try and solve the question at a special meeting.

Article VII

Minutes and other Council Records

A. Minutes to be Kept and Approved

The secretary shall keep minutes of each council meeting. The minutes shall state accurately each council decision taken. If the decision was to adopt a written statement of policy or a written statement of some other decision, the entire text of that statement shall be attached to the minutes. The minutes shall be reviewed and approved by the council at its next meeting. Immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.

B. Distribution of Council Documents

The secretary shall make at least five copies of the council's by-laws, policies, annual budget, and minutes. Those copies shall be distributed as follows:

1. One shall be given to the principal.
2. One shall be sent to the district superintendent.
3. One shall be kept in a binder in the school office where they can be reviewed by all interested persons at any time that the office is open.
4. One shall be kept in a binder in the possession of the secretary, and that binder shall be brought to each council meeting.

C. Other Council Records

If anyone asks to see council records that are not in the binder, the principal as official records custodian, shall make them available within three business days after the request, unless the records are subject to a specific exception of the open records law.

Article VIII Committees

The school based decision making council shall establish five standing committees at the beginning of each school year. These standing committees will be responsible for making policy recommendations to the council for their respective areas. Policy recommendations from these standing committees shall be consistent with Rowan County Board of Education policies. The council must place on the agenda and consider any recommendations resulting from a majority vote of a standing committee. The council or the standing committees themselves may establish Ad Hoc or subcommittees to perform specific tasks within the committee's responsibility. These subcommittees should involve as many people as appropriate and shall be terminated when the assigned task is completed. Each standing committee chairperson will coordinate the activities of the subcommittees. The chairperson for each standing committee shall be elected by a majority vote of their respective committees. Parents, teachers, and council members need not serve on all Ad Hoc committees. All committees must maintain minutes and comply with Kentucky open meetings law.

The following standing committees are established as follows:

1. School Climate
2. Planning/Professional Development
3. Curriculum and Instruction
4. Communication

Article IX

Article IX

Amendments to By-laws and Policies

All motions to amend the by-laws and policies of the council shall be submitted in writing. No decision on a motion to amend the by-laws and policies shall be made until after the topic has appeared twice in the preliminary agenda for council meetings.