

BROOKSIDE ELEMENTARY SCHOOL
SBDM COUNCIL
BY-LAWS
(REVISED FALL 2011)

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Date Adopted:

Signature: _____
Chairperson

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Date Adopted:

Signature: _____
Chairperson

Mission Statement

Our Vision

Brookside Elementary School's goal is to produce lifelong learners who accept responsibility for the learning process.

Our Mission

We believe that, in a caring, productive, and engaging environment, all students can reach their full potential to learn, think, communicate, and perform at high levels. We will provide that environment, along with the help of supportive families and an involved community.

Date Adopted:

Signature: _____
Chairperson

Purpose

The purpose of the Brookside Elementary School Council is to address the academic, social and emotional needs of our students in order to set school policy that will enhance student achievement and help each student meet the goals established by the school council, consistent with state law. The school council will assess, monitor, and evaluate the policies and programs of Brookside Elementary School. The council shall create an environment that will enhance student achievement in the school (as required by KRS 160.345).

Date Adopted:

Signature: _____
Chairperson

BES 1.2-1

Regular Meetings

1. The meetings shall be held on a regular basis each month.
2. Council meeting shall be open to the public and must comply with the requirements of the open meetings laws.
3. The length of each meeting will depend upon the prepared agenda, but the council will make every effort to hold the meetings to one hour.
4. The principal shall notify parents of council meetings by posting a schedule in the monthly school newsletter, and the school website.

Date Adopted:

Signature: _____
Chairperson

BES 1.2 – 2

Special Meetings

1. A special meeting of the council may be called by the chairman or by a majority of the council.
2. Any special meeting of the council must comply with the requirements of the open meetings laws.
3. Written Notice: Contents. The chairperson shall prepare 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. No new items can be introduced for discussion or inclusion on the agenda.

Date Adopted:

Signature: _____
Chairperson

BES 1.2-3

Closed Meetings

Definition: 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 for the following reasons:

1. to discuss proposed or pending litigation by or against the council (KRS 61.810(1)(c).
2. to discuss candidates for a principal vacancy or conduct consultation in filling other vacancies (KRS 61.810(1)(f).

Procedure: Before a closed session can be conducted, the following steps must be taken.

1. **Announcement: Contents.** 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 recoded in council minutes.
3. **Closed Session:** During the closed session, only the business stated in the announcement can be discussed, and no action 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 action taken must be recorded in council minutes.

Date Adopted:

Signature: _____
Chairperson

BES 1.3-1

Agenda

1. A proposed agenda for each meeting shall be prepared in advance of each meeting.
2. The proposed agenda will be prepared by the chairperson and will be posted to the school website. Each council member will receive a printed agenda.
3. For an item to be added to the agenda, it should be turned into the school secretary, principal, or a council member. Agenda items must be submitted two school days prior to each meeting. When school is recessed then a school day will be defined as Monday through Friday during the normal hours of 8:00 a.m. to 5:00 p.m., excepting Federal Holidays. At all other times of the year a school day is defined as being when school is in session during normal school hours.
4. The total discussion time on any one issue will be at the discretion of the council.
5. Setting of final agenda shall be after roll call.
6. 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.

Date Adopted:

Signature: _____
Chairperson

BES 1.4-1

Requirements of Membership

1. All members: No one may serve on the school council who has a legal conflict of interest as designated by KRS 45A.340 except the salary paid to district employees. New members must complete six (6) hours of training from a Kentucky Department of Education endorsed trainer. Experienced members must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year. (Required by KRS 160.345)
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. Principals or assistant principals may not serve as teacher council members. Teachers may serve even if they live outside Kentucky. (Required by KRS 160.345)
3. Parent Members: Parent council members must be the parent, step-parent, or foster parent of a child who is pre-registered to attend the school during the term of office they are seeking. Legal guardians may serve as parent members if the pre-registered child lives with them. Parent council members may not be the father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law of someone employed by the school. Parents who work at other schools or have relatives who do so may also serve.

Date Adopted:

Signature: _____
Chairperson

BES 1.4-2

Composition of Membership

1. There will be a total of six (6) members on the council (plus one non-voting classified member). The six members will consist of three teachers, two parents, and one principal.
2. If the school reaches 8 percent or more minority student 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 (as required by KRS 160.345).
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, or who wish to serve, the teachers shall elect a non-minority teacher to represent the interest of the minority students in the school (as required by KRS 160.345).

Date Adopted:

Signature: _____
Chairperson

BES 1.4-3

Teacher Elections

1. Teachers may nominate themselves or another teacher.
2. Nominations shall be made in writing to the election committee no later than five (5) days before the election.
3. The election committee shall be comprised of the members of the council who are not seeking re-election.
4. The election committee shall prepare a ballot containing the names of all qualified teachers nominated.
5. The election committee shall chair and oversee the meeting to elect teacher members to the council.
6. Teacher members will be elected by a majority vote.
7. Teachers must be employees of the district and currently assigned to the school where they are elected as council members.
8. A teacher representing each area (primary, intermediate, special education, and special area) will be elected. If no representative of a particular area is interested, a teacher at-large will be elected.

Date Adopted:

Signature: _____
Chairperson

BES 1.4-4

Parent Notification of Elections

1. Notice of election of parent council members shall be provided by the parent-teacher organization representatives.
2. The notice shall state that the parents of the students enrolled in school may vote to elect the parent council members.
3. The date of the meeting shall be set in cooperation with the president of the parent-teacher organization.
4. If the school does not have a parent teacher organization then the principal shall set the date and time for meeting of parents to form a parent organization for the purpose of electing parent council members. The principal shall provide notice of this meeting to all parents.

Date Adopted:

Signature: _____
Chairperson

BES 1.4-5

Parent Elections

1. The election of parent council members shall be by majority vote of the qualified parents who vote during the scheduled voting hours.
2. Parents may nominate themselves or another parent. Written consent of the nominee is required.
3. Nominations shall be in writing and submitted to the principal or parent-teacher organization representative five (5) school days prior to the date of the scheduled election.
4. The parent-teacher organization representative shall prepare a ballot containing the names of all qualified parents nominated. No absentee ballots will be accepted.
5. Voting shall continue until two (2) representatives are elected.
6. The president or a representative of the parent-teacher organization shall notify the principal of the two parents elected.

Date Adopted:

Signature: _____
Chairperson

BES 1.4-6

Terms of Council Members

1. Terms of council members shall be for one (1) year and shall begin July 1 and end on June 30 of the following year.
2. Annual elections of the following year's term shall be held during the preceding April on a date set by the principal.

Date Adopted:

Signature: _____
Chairperson

BES 1.4-7

Eligibility for Re-Election

1. Teacher and parent council members are eligible for re-election. However, they may not serve more than two consecutive years.

Date Adopted:

Signature: _____
Chairperson

BES 1.4-8

Vacancies

1. Council vacancies shall be filled at a special called election and shall follow the guidelines set forth in these by-laws for the election of council members.
2. A vacancy is created when a teacher is no longer assigned to the school, a parent no longer has a child enrolled in the school, a member is removed from the council for cause, or a member resigns.

Date Adopted:

Signature: _____
Chairperson

BES 1.4-9

Leave of Absence

Leave of absence for a council member shall not be granted.

Date Adopted:

Signature: _____
Chairperson

BES 1.4-10

Removal of Members

1. According to KRS 156.132, the chief state school officer may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.

2. 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 chief state school officer pursuant to KRS 156.132. Written notices setting out the charges for removal shall be noted on the minutes of the board and given to the member of the school council. KRS 160.347

Date Adopted:

Signature: _____
Chairperson

BES 1.5-1

Council Officers

1. Chair
The principal shall be the chairperson of the school council (as required by KRS 160.345). Duties of the chair include:
 - Conducting school council meetings
 - Compiling and distributing the agenda for council meetings
 - Serving as official custodian of council records
 - Stating when a consensus is present for the record
 - Coordinating standing and ad hoc committees
 - Carrying out any additional responsibilities as stated in these by-laws
 - Maintaining a file of all correspondence addressed to the school council (these records may only be discarded after having been brought to two council meetings)
 - Other duties as described in these by-laws

2. Vice Chairperson
 - The vice chairperson shall be elected from within the council membership.
 - The vice chairperson shall act as chairperson in the absence of the chairperson.
 - The vice chairperson shall be elected by a majority vote of the council at the first council meeting of the term.

3. Secretary
 - The chairperson shall appoint a secretary.
 - The duties of the secretary shall be to record the yeas and nays on all votes, keep the minutes of the meeting, and to prepare the minutes of all meetings. The chairperson will distribute all minutes.

4. Council Members
Duties of council members include:
 - Knowing and adhering to the mission, philosophy, and goals of Brookside Elementary School.
 - Encouraging and requesting opinions from their constituencies.
 - Supporting, promoting, and communicating council decisions brought before the school council, and bringing that information to the council.

Date Adopted:

Signature: _____
Chairperson

BES 1.6-1

Record Keeping

1. Permanent Records
The council chairperson shall compile minutes in a notebook for each school year to be kept on permanent file.

2. Temporary Records
A copy of the minutes of the most recent meeting will be posted on the webpage. A copy will be given to each member of the council, the superintendent, and the board of education.

Date Adopted:

Signature: _____
Chairperson

BES 1.7-1

Use of Council Committees

The use of standing and ad hoc committees is encouraged. Standing and ad hoc committees shall involve as many people as possible. These committees shall include certified and classified staff, parents and community members (as required by KRS 160.435).

Date Adopted:

Signature: _____
Chairperson

BES 1.8-1

Decision Making Quorum

A quorum of the council shall be four (4) members, one of which is a parent representative.

Date Adopted:

Signature: _____
Chairperson

Decision Making Process

1. Unless otherwise specified by these by-laws, the school council shall use parliamentary procedures as specified by Robert's Rules of Order.
2. All business and decisions of the school council will relate to the school's mission and purpose to improve the instructional program, create an environment to enhance student achievement in the school (as required by KRS 160.345) and/or further the goals in the school's plan.
3. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study.
4. All decisions and policies officially adopted by the Brookside School Council will be reported to the board of education and superintendent through submission of approved council minutes to the superintendent.
5. The school council will make decisions by consensus except as otherwise designated in the by-laws using the following guidelines:
 - A motion and second are made.
 - After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.
 - The chair will ask whether any member disagrees with that statement.
 - If all members agree, the decision will be recorded as a consensus in the council minutes.
 - If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails.
6. When a third suggestion of consensus fails, the council may by majority vote to determine:
 - Vote to send the issue back to committee
 - 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
 - Decide the issue by majority vote of the council

BES 1.8-3

Appeals Process
(School Board Policy)

1. Prior to being appealed, the issue must first be presented in writing to the council for reconsideration. Issues for council reconsideration shall be delivered to the principal who shall bring the matter before the council at its next meeting. If the matter is not satisfactorily resolved within ten (10) days from the date the issue is presented to the council, an appeal may be submitted in writing to the superintendent.
2. If, within ten (10) school days of receiving the appeal, the superintendent has not been able to satisfactorily resolve it, a further appeal may be made in writing to the Board. The Board shall act on the appeal within forty (40) school days of the Board meeting when the appeal was made. The decision of the board shall be final.
3. Actions of the council will be reviewed on appeal based on whether the council action was arbitrary, violates district policy, exceeded the authority of the council or was otherwise unlawful under state or federal law.

BES 1.8-4

Abstentions

1. Any member of the council may abstain on any vote taken by the council.
2. Any member of the council who has a direct or personal conflict of interest in the outcome of any issue before the council must abstain from any discussion of the issue or from any votes taken on the issue.
3. When voting, an abstention is counted with the majority vote.

Date Adopted:

Signature: _____
Chairperson

BES 1.9-1

Minutes-Council Records

1. Minutes shall be kept for each meeting of the school council.
2. The minutes shall reflect an accurate record of actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.
3. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes kept on file in the office for inspection and filed in the council's policy manual.
4. A copy of the minutes will be provided to parent council members prior to the next meeting for their review, and after they become official for their records.
5. The secretary will forward an official copy of the minutes to the superintendent.

Date Adopted:

Signature: _____
Chairperson

BES 1.9-2

Open Communications

1. There shall be open communication between the school council, the largest parent teacher organization, faculty and the community.
2. All minutes of school council meetings shall be made available to the public.

Date Adopted:

Signature: _____
Chairperson

BES 1.9-3

Request for Public Records

1. The following are official documents that must be kept on file for public inspection:
 - School Council Minutes
 - Committee Minutes
 - School Planning Document (CSIP)
 - School Council Policies and By-Laws
 - School Council Budget Documents not in School Plan
 - School Council and Committee Membership Lists

Date Adopted:

Signature: _____
Chairperson

BES 1.10

Amendments

1. The council shall amend the by-laws as needed.
2. These by-laws may be amended after a first and second reading at two consecutive council meetings by majority vote.

Date Adopted:

Signature: _____
Chairperson