

Rosenwald-Dunbar Elementary School
School Council By-Laws

Bylaws

I. Membership

- A. The council membership shall consist of seven (7) representatives.
- B. Three (3) certified staff members of Rosenwald-Dunbar Elementary School (RDES) elected by the RDES certified staff members.
- C. Two (2) parents of RDES children elected by the parents of RDES students. Parent candidate must have children enrolled in the school and may not be employees of RDES or the Jessamine County Schools Central Office or relatives of employees of RDES or the Jessamine County Schools Central Office as defined by KRS 160.180
- D. The principal of RDES
- E. One (1) non-voting RDES classified staff member elected by the RDES classified staff.

II. Term

- A. RDES staff members of the council will be elected by constituents for one (1) year term. Terms will run from August to August with elections held each May.
- B. Parent members of the council will be elected by their constituents for a two (2) year term. The two-year term of service may not be fulfilled:
 - 1. if the parent representative elected has a fifth grade child;
 - 2. if the parent representative elected wishes to only serve a one (1) year term.
- C. Parent elections will be administered by the existing RDES parent/teacher organization consistent with Board Policy 3-31 E.2.
- D. When the minority enrollment of RDES meets or exceeds 8%, a special election will be held among the parents of minority students to select a minority parent to the council.
- E. In the event of a vacancy on the school council a special election will be held following the guidelines set forth in Board Policy 3-31 E.4.
- F. Certified staff election will involve the RDES certified staff and be consistent with Board Policy 3-31 E.1.

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III. Meetings

- A. Meetings will occur at least monthly.
 - 1. Meeting dates and times will be established by the new council each August.
 - A. In the event a new council member is elected after the August meeting and has a conflict with the dates and times; the council will reconvene and establish new meeting dates and times accommodating all members.
- B. Items discussed at any meeting must be on the agenda.
- C. The agenda will be posted in the school office and emailed to all staff two days prior to the meeting date.
- D. Anyone may submit items for inclusion on the agenda to the chairperson/principal in writing 5 days prior to a regularly scheduled council meeting. Exceptions may be considered for time sensitive topics. The principal shall maintain a complete file of these items.
- E. Meetings will be open to the public and all interested parties may attend and participate. If a significant number of persons wish to contribute to the discussion on a particular item, the chair may require a sign-in sheet and set limits on the number of persons who will speak to the issue. The council reserves a three-minute time limit for each person contributing to the discussion.
- F. Two-thirds (2/3) of the council must be present for action to be taken, provided at least one (1) parent is present.
- G. The council reserves the right to amend or adjust by consensus any previous policy.
- H. Council decisions may be appealed according to established board approved procedures.

IV. Duties of Council Members

- A. To address the needs, concerns and programs of the school and form task forces as needed to study and report to the council.
- B. To adhere to the mission, vision, values and goals of Rosenwald-Dunbar Elementary School.
- C. To attend all council and assigned task force meetings and complete the assigned duties. Three (3) absences without valid excuse during the course of one (1) school year will result in dismissal from the council.
- D. To encourage and request data and opinions from all constituencies.

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- E. To support, promote and communicate decisions of the council.
- F. To maintain confidentiality on issues discussed in any closed session.

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V. Chairperson

A. The school principal will serve as the chairperson of the council.

B. The duties of the position will include:

1. Responsible for setting, posting and communicating to all staff and parents of the school council the agenda at least two (2) days before each meeting.
2. Setting and communicating to all staff and parents the date, time and place for each meeting.
3. Conducting council meetings.
4. Calling for the formation of task forces at the request of the council
5. A secretary may be appointed to take meeting minutes
6. Ensuring that the “approved” minutes of the school council meetings are distributed to all staff, parents, council members, officers of the parent/teacher organization, superintendent
7. Emailing copies of minutes to all staff no later than two (2) days after their approval.
8. Compiling task force reports.

C. Election of a Vice Chair

1. Floor is open for nominations
2. If there are multiple candidates a secret ballot will determine the winner receiving the highest vote

D. Duties of the Vice Chair

1. The vice chair will serve as chair of the council when the chair is absent

VI. Task Forces/Committees

A. Task forces will be formed when needed as determined by the school council.

B. The task force chairperson will be appointed by the school council chairperson.

C. Upon advice from the council the school council chairperson may appoint any other members deemed appropriate.

D. The duties of each task force will include:

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1. Encouraging input from all constituencies to be used as resource in data and opinion gathering.
2. Reporting at each council meeting until dissolved.
3. Recording and reporting minutes of the task force meeting with final report given to the chairperson.
4. Presenting final written report to the council
5. Presenting a task force recommendation to the council.

VII. Decision Making

- A. All decisions will be made by reaching consensus.
- B. Decisions may need to be reached by a vote of the council.
 1. Only when consensus cannot be reached shall a vote be taken to establish a decision.
 2. A vote will occur when requested by two (2) or more council members
 3. A simple majority is necessary for a decision to be final

VIII. Responsibilities of the Council

- A. Areas of responsibility as stated in House Bill No. 940 which may be considered by the council include:
 1. Staffing to include number and type.
 2. Planning and monitoring student support services.
 3. Work in consultation with the principal to fill staff vacancies.
 4. Selection of a new principal in the event of a vacancy in that position.
 5. Developing and monitoring school budget.
 6. Administering and reporting student testing programs.
 7. Planning and conducting school development activities.
 8. Coordinating parent, citizen and community participation in the school.
- B. The school council shall adopt a policy to be implemented by the principal in the following additional areas:
 1. Determination of curriculum.

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2. Assignment of all instructional staff and non-instructional staff time.
 3. Determination of the schedule of the school day and week.
 4. Use of school space during the school day.
 5. Planning and resolution of issues regarding instructional practices.
 6. Selection and implementation of discipline and classroom management techniques.
 7. Development of extracurricular activities.
- C. The school council will conduct 2 reads on separate meeting dates prior adopting an SBDM policy.

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IX. Training

- A. All members serving on the school council shall receive training provided by the school system in the areas of consensus building, conflict resolution and all other areas deemed appropriate.

Council Chairperson: _____

Date Adopted/Revised: *First reading of the By-laws conducted on August 21, 2014*