

MUNFORDVILLE SCHOOL  
SBDM COUNCIL BY-LAWS

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## **ARTICLE I: PURPOSE**

The purpose of the Munfordville School Council is to promote the academic, social and emotional needs of our students by setting school policy and making other required decisions that will enhance student achievement and responsible behavior. The school council, along with the school staff and parents of our students will assess, monitor, and evaluate the policies and programs of our school on a regular basis.

## **ARTICLE II: MISSION**

The mission of the faculty, staff and parents of Munfordville School is to focus on success and to develop/advance all Munfordville students into caring, sufficient, and productive learners where staff, parents, and community collaborate to provide opportunities for each student to achieve success in a safe, encouraging, and supportive environment.

## **ARTICLE III: MEMBERSHIP**

- a. Composition
  1. The school council shall consist of the principal, three teacher members, and two parent members (as required by KRS 160.345).
  2. If the school reaches 8 percent or more minority student enrollment on the previous (October 1, and there is no minority member currently on the council, 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). All parents may vote in this election.
  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 the staff, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school (as required by KRS 160.345).
  4. If there is a minority teacher on the staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher (as required by KRS 160.345).
  5. The school council does not wish to exclude any constituency in the school from participation in council meetings. Therefore, the support staff of the school (office, cafeteria, custodians, instructional assistants) may conduct an election for a support staff member to attend council meetings as a non-voting representative.
- b. Requirements for 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 (those with less than one year of service) must complete six (6) hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one

2. year of service) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year (Required by KRS 160.345).
3. Teacher Members: Teacher council members must possess certification required for their position as a basis for employment in Kentucky public schools. Itinerant teacher may nominate, serve, and vote in our school. Principals or assistant principals may not serve as teacher council members (required by KRS 160.345).
4. Parent Members: Parent council members must be the parent, step parent or foster parent of a child who attends Munfordville School during the term of office they are seeking. Legal guardians may serve as parent members if the child lives with them during this term of office. Parent council members may not be employed at the school or be the relative (father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law) of someone who is employed at the school. Parent members also may not be employed by the district central office or be the relative of anyone who is. Parent members may not be school board members or their spouses. (Required by KRS 160.345)

#### C. Elections

1. Parent Members: Annual elections shall be conducted each March by the school's PTO for the purpose of electing two parent council members. The president of the PTO shall notify the principal in writing of the two parents elected with 24 hours of the final vote. Eligible voters are parents whose children are preregistered to attend Munfordville School during the term of office.
2. Minority Parent members: If the school has 8 percent or more minority students enrolled as of October 1 of the preceding year, the principal shall conduct an election for a minority parent member to the school council in the event a minority member is not elected during regular elections. The principal shall conduct a special election for a minority parent member by:
  - \*Calling for nominations.
  - \*Notifying all parents of date, time, and location of the election
  - \*Conducting the election by ballot and counting the votes

The nominee with the most votes shall be the minority parent council member. All parents are eligible to vote in this election (Required by KRS160.345).
3. Teacher Members: Teachers conduct their own elections are per KRS 160.345. This annual election shall be conducted during a faculty meeting each March. Each of the three teachers will be elected by a simple majority vote of the teachers assigned to the school. In the event that three teachers do not receive a majority of the votes; voting will be repeated as many times as is necessary, with the person receiving the fewest number of votes dropping out each time a run-off vote is taken. If a teacher cannot attend the meeting in which the voting is done, an absentee ballot may be submitted within 24 hours prior to the meeting.
4. Minority Teacher Members: If a special election must be conducted to elect a minority parent member, a minority teacher member shall be selected by the

teachers to serve on the council. If there is no minority teacher on staff who will accept the council seat, the seat will remain vacant until such time as a minority teacher can be selected. If there are no minority teachers assigned at the school, the teachers shall take nominations and conduct a special election for an additional teacher council member from among the certified staff at the school to represent the minority students. (Required by KRS 160.345)

5. Term Limits: no term limits shall be imposed on school council members who are nominated and elected to consecutive one-year terms (as required by KRS 160.345).

#### D. Removal of Members:

1. According to KRS 156.132, the commissioner of education 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 commissioner of education pursuant to KRS 156.132. Written notices setting out the charges for removal shall be spread on the minutes of the board and given to the members of the school council. (KRS 160.347)

3. A member may also be removed by the Kentucky Board of Education, pursuant to KRS 160.345 (9) if they engage in a pattern of practice which is detrimental to or circumvents school-based decision making.

4. A member may also be removed from the council when he/she is absent from three (3) consecutive meetings without just cause.

#### E. Filling Vacancies:

If a member of the council resigns or is removed from office, another member shall be elected in a special election held not more than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until July 1. This same person shall be eligible to be nominated and elected to a full-year term during the annual election process in March. Special elections will follow the same procedures as regular elections.

#### F. Terms of Office:

The terms of parent and teacher members shall begin on July 1 and end on June 30. Between the date of the elections and July 1, members-elect are encouraged to attend all council meetings.

## **ARTICLE IV; DUTIES OF OFFICERS AND COUNCIL MEMBERS**

### **a. Election of officers**

The officers of the council shall be Chair, Vice-Chair and Secretary

### **b. Chair**

The principal shall be the chairperson of the school council (as required by KRS 160.345). A motion to seek an alternative model allowing a council member other than the principal to serve as chair may be made by any council member at any regular meeting. A majority vote of the full council is required before an alternative model can be sought by the school council. A faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

The duties of the chair include:

- Conducting school council meetings
- Compiling and distributing the agenda
- Serving as official custodian of council records
- Stating when a consensus is present for the record
- Coordinating standing and ad hoc committees when needed
- Carrying out any additional responsibilities as stated in these policies.

### **c. Vice-Chair**

The duties of the vice-chair shall include:

- Presiding over council meetings in the absence of the chair.
- Calling special meetings of the council in the event a principal vacancy occurs
- Conducting meetings necessary for the principal hiring process to take place.

### **d. Secretary**

A council secretary shall be appointed by the chair to keep minutes of all council meetings and to maintain council records. The minutes of each meeting are to be presented to the chair no later than three school days following the meeting so that the chair may give a report to the Superintendent and Board of Education at their next scheduled meeting.

e. Council Members:

Duties of council members include:

- Knowing and adhering to the goals and mission of Munfordville School
- Attending all council meetings, both regular and special
- Encouraging and requesting opinions from the total staff and a wide range of parents
- Supporting, promoting, and communicating council decisions
- Seeking information independently and as needed about issues brought before the council and bringing that information to the council
- Complete all training pursuant to KRS 160.345(6).

**ARTICLE V: COMMITTEES**

A. Purpose:

1. Standing and ad hoc committees are established on an as-needed basis to gain input from all stakeholders including certified and classified staff, parents, students, and community member (as required by KRS 160.345).
2. Standing and ad hoc committees shall serve as a council resource for gathering data and information and making recommendations to the school council.

B. Appointment of Committees

1. Standing and ad hoc committees are formed and dissolved by the school council as needed (as required by KRS 160.345).
2. Committee members shall be appointed by the chair following consultation with the council.
3. Committee membership is open to faculty, support staff, parents, students, and citizens in the community.
4. All committees shall consist of a least five members
5. Every effort will be made to include minority representation on committees.
6. When a committee is being formed, faculty members will be notified and given the opportunity to submit their names for membership on a voluntary/rotational basis. Parents will also be informed and invited to participate in committee functions

7. Each committee shall elect a chair person from their membership to report back to the council

#### C. Decision Making

Committee decisions shall be made by consensus. In the event that consensus is not possible, a majority of the committee may decide that an issue shall be decided by majority vote.

#### D. Duties

1. Committees shall carry out tasks assigned to them by the school council
2. Committees may research issues, gather school-side input, or prepare first and revised drafts of recommendations to the school council
3. Committee chairs or their designees will report on their activities and/or recommendations at the next scheduled council meeting.
4. Committee chairs shall provide the council chair with written minutes of their meetings no later than ten (10) days after the meeting occurred.

#### E. Meetings

1. Each committee shall choose the time, place, agenda, and schedule for their meetings (as required by KRS 160.345).
2. Committees must comply with all provisions of the Open Meetings and Open Records laws (as required by KRS 160.345).

### **ARTICLE VI: SCHEDULE OF MEETINGS**

#### A. Regular Meetings

1. The regular monthly meeting of the Munfordville School Council shall be the second Thursday of every month. Meetings will begin at 5:00PM, and they shall not exceed sixty (60) minutes in length. If all items on the agenda have not been adequately discussed after 60 minutes, the council may agree to extend the length of the meeting or to place the remaining agenda items on the next month's agenda or on the agenda for a special meeting.
2. The regular monthly meetings will be held in the Munfordville School library.
3. The principal shall provide local news media of the council's regular meeting schedule for the year in July, and provide notification of the council's meeting time and agenda at least one week in advance of each regular meeting.
4. The principal shall notify parents of council meetings through the school's newsletters.

5. The principal shall notify school staff of regular council meetings at least three (3) days prior to the meeting by posting the agenda in the front hallway of the school.

**B. Special Meetings**

1. If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority of the school council member may call a special meeting. The following steps must be completed by the chairperson when a special meeting is called:

- **Written Notice: Contents:** the chairperson shall prepare an agenda for each meeting that includes the date, time, and place for the meeting. Only the items on the agenda may be discussed.
- **Delivery of Notice:** The chairperson shall arrange for the notice to be delivered to each council member and to any media organization that has requested notice of council meetings. The delivery can be by hand, FAX machine, or mail but the notice must be received at least 24 hours prior to the time of the meeting.
- **Posting of Notice:** The notice for the special meeting shall be posted by the chairperson in the front hallway of the school at least 24 hours prior to the time of the meeting. If the meeting will be held somewhere other than the school, the notice shall also be posted conspicuously at the other location.

2. In addition to these requirements, the principal shall place a copy of the agenda in every teacher's school mailbox at least 24 hours prior to the meeting.

**ARTICLE VII. CONDUCT OF MEETINGS**

**A. Authority:**

The council will rely on Robert's Rules of Order as its guide for parliamentary procedure in the operation of council meetings.

**B. Quorum:**

A quorum of the school council shall be a majority (more than one-half) of the number of seats on the school council. No business shall be discussed or conducted unless a quorum of council members is present.

**C. Attendance at Meetings:**

Council meetings are open to the public and all interested persons can attend, except for those portions that are conducted in closed session.

**D. Closed Sessions:**



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:

- To discuss proposed or pending litigation by or against the council; or
- To discuss candidates for a principal vacancy or conduct consultation in filling other vacancies.

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 must be made in the open meeting and recorded in council minutes.
2. **Motion:** The motion to go into closed session must be made, passed by a consensus of council members present, and recorded in 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. If the council secretary is not an elected 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 actions taken must be recorded in council minutes.

#### E. Agenda

1. Anyone may submit items for inclusion on the agenda to the chairperson in writing. These items must be submitted one later than one week prior to the regularly scheduled council meeting. The chairperson shall maintain a complete list of these items.
2. The chairperson shall prepare an agenda for each regular council meeting. The chairperson may declare an item received as not within school council authority.
3. During the “Other Business” section of the agenda, an opportunity will be given for school staff and parents to address the school council.

#### F. Discussion of Agenda Items

1. Each agenda item shall be discussed by the council before a decision is made. Each council member shall be given an opportunity to express his/her opinion on the item.

2. Other persons attending the meeting may be recognized by the chair and may address the council as the chair calls upon them to speak. If a significant number of person wishes 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 committee for further study as deemed necessary by the council.

#### G. Decision Making Process

1. 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 and to further the goals in the school's plan.
2. No purposed 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 Munfordville 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. Consensus is a general agreement by all or a majority of the members, following an opportunity for input from every member of the council.

#### H. Alternative to Consensus:

When it is evident that consensus cannot be reached on an issue, the council may, by majority vote, determine to send the issue back to committee, or decide to settle 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 three times if the issue meets the following criteria:

- a. The issue involves the selection of a new principal: the council shall vote and the candidate receiving the majority shall be selected.
- b. 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.
- c. The issue of whether to continue to meet for longer than 60 minutes.

- d. The federal or 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.
- e. 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 decide the issue by a majority vote.

When the above exceptions 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 of the council. When voting, any abstention is counted with the majority vote.

## **ARTICLE VIII. MINUTES AND OTHER COUNCIL RECORDS**

### **A. Minutes Kept and Approved**

1. The secretary shall keep minutes 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/or the majority vote or unanimous support. Statements or opinions made during the discussion of an issue are not to be made a part of the official minutes.
3. If the action taken was the adoption of a policy or other written document, the entire text of the policy shall be attached to the copy of the minutes kept on file in the office for public inspection and filed in the council's policy manual.
4. The council shall review the minutes of each meeting at the next regular meeting, making amendments and officially approving them. The minutes shall be available for inspection at the close of the meeting where they are approved.
5. A preliminary copy of the minutes for all council meetings will be provided to certified and classified staff and parent members of the council in written form with 72 hours of the adjournment of the meeting.
6. The principal will forward a copy of the minutes to the superintendent and SBDM district coordinator no later than five days after the meeting.
7. A copy of the minutes will be posted in the front hallway of the school no later than three school days after the meeting.

### **B. Council Records Available for Public Inspection**

The following are official documents that must be kept on file at the school for public inspection:

- School Council Minutes
- Committee Minutes
- School Planning Document (State Assessment Scores, Needs Assessment, Consolidated Plan)
- School Council Policies and/or By-Laws
- School council Budget Documents not in the School Plan
- School Council and Committee Membership lists

#### C. Requests for Council Records

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records or documents shall be the actual cost per copy, set annually by the council. Currently, that rate is 10 cents per page in excess of the first three pages requested.
3. The requested records must be provided to the person making the request within one week after the request is delivered.
4. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.
5. School council records will be available for inspection during the hours the school's office is open.
6. When documents not listed above are requested, the principal, as custodian of records, shall determine whether those documents are subject to the Kentucky Open Records Law. If the documents are exempt, the principal shall notify the person requesting them of which subsection of KRS 61-878 exempts the documents from inspection. If the documents are not exempt, they shall be made available for inspection within one week of the request. Files on individual students and employees are not open to public inspection.

### **ARTICLE IX. APPEALS OF SCHOOL COUNCIL DECISIONS**

#### A. Request

For a person(s) to appeal a decision of the council or file a grievance, he/she must first request in writing an opportunity to be heard and shall include information about the grievance issue.

#### B. Schedule

The council shall schedule a hearing within thirty (30) working days from the date the request is received. The person appealing shall be informed of the hearing by registered letter.

C. Hearing

The person appealing may be represented by legal counsel and may call witnesses as long as the testimony is related to the issue.

D. Decision

The council shall consider the merits of the complaint, make a decision, and respond in writing to the complaint. If the resolution is unsatisfactory to the complainant, the decision of the council may be appealed pursuant to local board policy.

E. Report

A copy of the written grievance or appeal, and a written reply by the council shall be provided to the superintendent within ten (10) working days of the council's decision.

## **ARTICLE X. AMMENDMENTS**

A. Amendments to council Policies

These policies may be amended after a first and second reading at two consecutive council meetings by the decision making process defined in Article VII, Section G of these policies.