

Hardinsburg Elementary School

SBDM Council By-Laws

Adopted:

April 7, 2008
Revised July 16, 2013
Revised July 21, 2015

**Hardinsburg Elementary School
419 East Third Street
Hardinsburg, KY 40143**

270-756-3020

2017-2018 School Year

**Will T. Parker
234 Rebecca Ct.
Brandenburg, KY 40108
Chairperson**

SBDM Council Members

Will T. Parker (Chair), Cindy Armes (parent), Sudha Patel (parent), Andrea Carden (teacher), Gina Hodskins (teacher), David Roach (teacher)

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PREFACE

Format. The format for SBDM Council By-Laws and School Operational Policies and Procedures will follow the KSBA (Kentucky School Board Association) Codification System. The two digits before the decimal point refer to the major section, and the digits after the decimal refer to the policy as it falls in the general outline. Each policy is printed on a separate page with the code in the upper right-hand corner. Policy pages are numbered as “page 1 of 1, page 1 of 2, etc.” Therefore, amendment of one policy does not entail the retyping of several pages; and the superseded policy may easily be removed and replaced with the amended policy.

The most recent date of Council action (either adoption or revision) will be printed at the end of each policy.

Adopted: 4-7-08

**Hardinsburg Elementary School
Codification Outline**

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Vision Statement

We, the community of Hardinsburg Elementary, are committed to providing equal opportunities for maximum academic success, while promoting positive attitudes and behaviors for life-long learning.

Mission Statement

To promote a consistent, positive, safe environment to
Help all students
Excel and achieve
Success!

School-wide Expectations

Positive Thinking
Act Responsibility
Work Hard
Show Respect

Revised: 7-21-15

Hardinsburg Elementary School

**SBDM Council
By-Laws**

SBDM Council Membership

Section 1 Selection Process

Composition of the Council

The SBDM Council at Hardinsburg Elementary shall consist of a three to two (3:2) ratio (teachers:parents) and the principal.

Eligibility

All certified employees assigned to the school as full-time, part-time, or itinerant are eligible to serve on the council. Classified employees and students may be added at the discretion of the council to serve as exofficio members. They may enter into activities of the council. However, such members shall not be permitted to vote. Parent representatives shall be a parent, step-parent, or legal guardian of a student who is either currently enrolled in the school or one who is pre-registered to attend school in the fall semester. Parent representatives shall not be employees of the district or relatives of school employees. Relative shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law.

Section 2 Council Training

Training shall be provided to council members.

New council members shall complete a minimum of six (6) hours of training in the process of school-based decision making, not later than thirty (30) days after the beginning of the service year for which they are elected to serve.

Experienced members shall complete a minimum of three (3) hours of training in the process of school-based decision making no later than one hundred twenty days (120) after the beginning of the service year for which they are elected to serve.

By November 1 of each year, the principal through the local superintendent shall forward to the Department of Education the names and addresses of each council member and shall verify that the required training has been completed.

Section 3 Terms of Office

Terms for school council members shall be for one year with the term beginning on July 1st and ending on June 30th of the following year. Parent and teacher members are eligible for re-election.

Section 4 Election Report

The principal shall report new council members to the public through the local newspaper, radio, and the school newsletter.

Council Vacancy

1. A vacancy may be created by one of the following conditions:
 - a. A teacher is no longer assigned to the school.
 - b. A parent no longer has a child enrolled in the school.
 - c. A member has missed three (3) council meetings without council approval.
 - d. A member of the Council has submitted a resignation.

2. The procedure to fill a vacancy shall include the following:
 - a. The vacancy is declared by the chairperson.
 - b. A special election will be held within thirty (30) days of the declaration.
 - c. The special election will follow the guidelines set forth in these bylaws for the election of council members.

In the event the principal is unable to serve on the council for an extended period of time, the vice-chairperson will preside.

Removal of Members

A member who has missed three (3) or more unexcused meetings, has violated any of the standards of conduct, or who does not submit a written resignation from the council shall be subject to removal using the following procedures:

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 is a majority vote for removal, the member shall be removed.

**Standards of Conduct
For
Hardinsburg Elementary School Council Members**

Code of ethics for a school council is a set of professional standards for council members to follow as they work as a team, making decisions that affect the school, and more specifically, the children served by the school.

Members of the Hardinsburg Elementary School SBDM Council, while representing teachers, parents, and school administrators, have the educational welfare of the students served by the school as its highest priority. We acknowledge that the school belongs to the public it serves and that our responsibilities as a council member requires gathering and providing accurate information in order to make decisions that will be in the best interest of the students. We further acknowledge that we can best meet our responsibilities when we work as a team, show respect for one another, show honesty, and demonstrate a commitment to the school and to our responsibilities. The responsibilities of the council and these acknowledgements require each council member to maintain standards of exemplary professional behavior. Each council member and the council as a whole will be observed and appraised by the faculty, students, and the community.

In the interest of the school and each student served by the school, the council subscribes to the following statements of ethical standards.

Members of the council shall:

- *Make the well-being of students the fundamental value in all decision-making actions.
- *Fulfill responsibilities with honesty and integrity.
- *Obey local, state, and national laws.
- *Abide by policies set forth by the council.
- *Demonstrate a willingness to work as a team.
- *Demonstrate a willingness to compromise in the interest of the welfare of students.
- *Show support of decisions made by the council.
- *Avoid sharing information from closed sessions or that is considered by the council as being confidential.
- *Represent his/her constituency group as accurately as possible.
- *Demonstrate commitment to the work of the council and to the school.
- *Avoid using positions for personal gain through political, social, religious, economic, or other influence.

*Demonstrate respect for all people regardless of race, national origin, sex, religion, and political affiliation.

*Resign their office if convicted of a felony or misdemeanor during his/her term.

*Attend all council meetings in their entirety unless the absence is excused. Absences may be excused by consensus of the council for good cause and shall be recorded in the minutes.

Council Officers

Section 1 Officers of the Council

- (a) Chairperson
- (b) Vice Chairperson
- (c) Secretary

Section 2 Election and Appointments

- (a) The Hardinsburg Elementary School Principal shall serve as the chairperson of the council.
- (b) The Vice Chairperson shall be elected from within the council membership by the August meeting.
- (c) The Council may choose to hire an ex-officio member as secretary, or a council member may serve as secretary. This will also be done by the August meeting.

Section 3 Duties and Functions

- (a) The Principal shall be the Chairperson and preside at all meetings. The Chairperson will work with the council, directing the affairs of the council including monitoring committee progress. The Chairperson shall have the agenda prepared for all meetings and will see that the agenda is available at least **24 hours** before each meeting. The Chairperson shall be responsible for [1] keeping full and accurate accounts of the proceedings and transactions of all meetings of the council; [2] providing copies of the minutes to the council; [3] preparing any official correspondence that may be requested; [4] maintaining a “Council File” containing copies of all minutes, council plans and progress reports, and council related information from the district or state, and a current copy of the bylaws; [5] annually providing a copy of the bylaws to all council members by the third meeting of the year; and; [6] providing the superintendent and the Breckinridge County School Board with necessary copies of all council records.
- (b) When a principal resigns or must be absent for a long period of time, leaving the school council without a chairperson, the Vice Chairperson will preside. The Vice Chairperson will maintain a listing of the membership with phone number, addresses, keep attendance and assist the Chairperson as needed.

- (c) The Secretary can be an ex-officio member of the council and must be willing to attend all meetings and perform all duties of the office. The secretary shall keep minutes of each council meeting. The minutes shall state accurately each council decision taken. The secretary, if a non-council member, shall be compensated at a rate of \$25.00 per month.

Agenda Preparation

1. Preliminary Agenda

- *Anyone may submit items in writing to the chairperson.
- *The Chairperson shall maintain a file of those items.
- *The Chairperson will prioritize the selected items to be placed on the agenda.
- *The Chairperson will prepare the preliminary agenda **24 hours** before each regular council meeting.
- *A twenty-four (24) hour notice must be given to the public prior to the meeting date.
- *The agenda shall include the review of the previous meeting's minutes.
- *The preliminary agenda shall be posted in the school, e-mailed to all faculty and staff, and made available to the local media.
- *Copies shall be made available to each council member.
- * A copy will be sent to the superintendent.

2. Final Agenda

- *Setting the final agenda shall be the first order of business at each meeting.
- *Non-council members **may** address the council, and the topic of concern must be appropriate for council setting.
- *If a person recommends an item for the agenda, he/she shall be present at the council meeting in order for a discussion on that topic to take place.
- *At special-called meetings, only the items listed in the notice of the meeting may be discussed. Documentation of special-called meeting notifications will be kept on file.
- *For regular meetings, members may provide suggestions for the upcoming agenda at the end of each meeting.

Council Meetings

1. The Hardinsburg Elementary School SBDM Council shall designate a meeting room within the school. Meetings shall be held on a monthly basis in this room, unless otherwise necessitated.
2. Regular meetings may be cancelled by the chairperson with approval from a majority of the council.
3. The council will comply with the Open Meetings Law (KRS 61.805-61.850).
4. The council will operate under Robert's Rules of Order.
5. A special meeting shall be called by the chairperson or by written request of a majority of the membership of the council in accordance with the open meetings law (KRS 61.810).
6. The Hardinsburg Elementary School-Based Decision Making Council reserves the right to go into closed (executive) session to discuss discretionary or confidential matters as provided by KRS 61.810. All council meetings shall be open to the public except when personnel, legal issues affecting the council, or rights to privacy issues are under consideration. Under one or more of these conditions a council may go into executive session by majority vote or consensus. The vote of each member on the motion to go into closed session will be recorded in the minutes. All decisions made by the council shall be in an open public meeting.
7. Initial presentations before the council will be limited to five minutes unless prior arrangements have been made for more time. The council may invite persons present in the audience to speak on issues under consideration, and a five (5) minute discussion period will be provided for visitor input before any decisions are made by the council.
8. The dates of regular meetings of the council will be set during the reorganization of the council at the first meeting of the council in July of each year.

Decision Making

1. Quorum

No council decisions can be taken unless a quorum is present. Two-thirds (2/3) of the members of the council must be present for the council to make official decisions with at least one teacher and one parent present.

2. Decision Making Process

The primary method of making decisions shall be by consensus. If a consensus cannot be reached, a majority vote shall be required for the council to take action. In order to make official decisions, at least one teacher and one parent must be present when a vote is taken. The chair will only vote in the event of a tie.

**Public Records
For
SBDM Council and Committees**

1. Record Keeping Procedure

- (a) A council secretary may be hired.
- (b) The secretary's duties shall include the following:
 - (1) taking minutes at all meetings
 - (2) transcribing the minutes
- (c) Official Council and Committee documents shall be maintained in the school office.
- (d) A copy of the minutes from the previous meeting and the agenda for any upcoming meeting shall be posted in the school.

Policy Procedures

All policies and decisions of the Council shall be directly related to the improvement of the instructional program and shall promote the school mission.

A. Development Procedures

The following procedures shall be used to facilitate the development, review, and amendment of policies as follows:

1. Identify needs and determine basic issues confronting the council and school.
2. Collect appropriate data and information pertinent to the issues.
3. Develop a first draft of a proposed policy and complete a first reading.
4. Send copy of any policy revision/change/adoption to central office after the 1st reading to be reviewed for conflicts with district, state, or federal policies/regulations.
5. Edit, rewrite, develop final draft, and schedule second reading.
6. Adopt policy by consensus or a majority vote at next scheduled meeting.
7. Disseminate and/or make available the adopted policy to all concerned parties.
8. Implement the policy in a timely manner.
9. Evaluate policies annually.

The official policy manual shall be retained alongside SBDM Council By-Laws in the principal's office. Each council member shall maintain an updated copy of both By-Laws and Policies.

B. Amendment Procedures

1. Procedure. A proposed amendment to these By-Laws must first be presented to the council who will, if necessary, refer the proposal to the appropriate committee for consideration.
2. Waiting Period. No amendment shall be approved at the same meeting at which it is first introduced. A discussion of the proposed amendment shall be held at the following council meeting. When consensus is achieved, the amendment in its final form shall be adopted.

C. Appeals Process

1. Appeals regarding the decisions of the council may be made.
2. Issues for council consideration shall be delivered in writing to the principal, who shall bring the matter before the council at its next meeting.

3. If the matter is not satisfactorily resolved within twenty (20) school days from the date the issue is presented to the council, an appeal may be submitted in writing to the superintendent.
4. If within ten (10) school days of receiving the appeal, the superintendent has not been able to satisfactorily resolve the issue, 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.
5. The decision of the Board may be appealed to the chief state school officer.
6. Actions of the council will be reviewed based on whether the council action was arbitrary, violated district policy, exceeded the authority of the council, or was otherwise unlawful under state or federal law.