

SCHOOL-BASED DECISION MAKING

School: Hite Elementary School

SBDM By-Laws

I. PURPOSE

The school council shall have the responsibility to set school policy consistent with district board policy which shall provide an environment to enhance the student's achievement and help the school meet the goals established by KRS 58.645 and 158.6451. The principal shall be the primary administrator and the instructional leader of the school, and with the assistance of the total school staff shall administer the policies established by the school council and the local board.

The Hite School-Based Decision Making Council (SBDM), advised by the school's staff, will make policies on curriculum, instructional practices, schedules for the school's staff and students, uses of school space, discipline and classroom management, extracurricular programs and other issues. To help meet these goals and make these policies effective, the council will decide:

- *what instructional materials the school will use;
- *what support services the school will provide for its students;
- *how many people the school will employ in each job classification.

The SBDM council shall continue to use current district and school policies and procedures and the provisions of any collective bargaining agreement negotiated between the Board of Education and any group of employees in place.

II. COUNCIL MEMBERS

a. Composition

The Hite Elementary School Council shall be made up of three teachers, two parents and the principal. Each Council member shall be elected by his/her constituent group. The Chairperson will be selected by consensus of the Council at the August meeting. If consensus cannot be reached, election will be by secret ballot. The member with the greatest number of votes will be the chairperson. Council members can nominate one candidate. An individual can nominate himself. A tie-vote results in a run-off election between the top two candidates.

b. Eligibility

All teachers (including counselors) who are employees within the school are eligible to serve as teacher representatives on the Council. The parent representatives on the Council shall have a student enrolled at Hite Elementary.

Parents serving on the SBDM Council may be an employee in the JCPS system or a relative of a JCPS employee. Employees of Hite Elementary or district administrative offices are ineligible to serve as a parent representative. A teacher who is not a resident of Kentucky may serve on the school council.

c. Terms of the office will be for one year. Members may be re-elected to succeed themselves. The term of office shall begin on July 1st and end on June 30th of the following school year.

III. SELECTION PROCESS

a. Teacher

All full-time and part-time teachers assigned to the school may participate in the selection process. An official Nomination Form will be distributed to all teachers by April 1st. Teachers may nominate up to two candidates, including themselves. Teacher representatives shall be elected by the majority of certified teachers. The teacher election process shall be completed by May 1st.

b. Parents

The president of the Hite PTA shall call a meeting of the parent association no later than May for the purpose of electing parent representatives of the Hite School Council. The association's board of managers shall determine the nominating and balloting procedures. Parent representatives will be those receiving the greatest number of votes. Parent election process will be completed by May 30th.

c. Filling Vacancies

In the event a vacancy on the Council occurs, another member shall be elected in a special election to complete the remainder of the term. Elections will follow the procedures as outlined in this section. Elections must be completed within thirty (30) school days. While this process is being

completed, the business of the Council will continue when a quorum is established.

d. Terms of Office

The terms of office for teacher and the parent representatives to the SBDM Council will begin on July 1st and end on June 30th of the next year. Each term of office is one year in length.

IV. MEETINGS

a. Regular Meetings

The regular meeting of the School Council shall be held on the third Wednesday of every month. The Council will not meet during the month(s) of December, June and July. The meetings will be held at Hite Elementary at 4:00 p.m.

b. Special Meetings

In the event a special meeting is needed, the principal or a majority of the Council members may call a meeting. Whoever calls the meeting must insure all members are notified at least twenty-four (24) hours in advance and must follow open meeting requirements. During special meetings, the SBDM Council may discuss only those issues listed as the purpose for the meeting.

c. Canceling a Meeting

A regular Council meeting may be canceled by a majority of the Council. If Jefferson County Schools are not in session, the meeting is canceled.

d. Open Meetings

All SBDM Council meetings at Jane Glass Hite Elementary School shall be open to the public. The SBDM Council may go into closed session from the open meeting under the following circumstances: to discuss proposed or pending litigation by or against the SBDM Council, and to discuss candidates for vacancies. The Council must reconvene in open session to make a decision on an issue.

V. QUORUM

In order for the Council to vote on any issue, a quorum must be present. A quorum is reached when a majority of the members of the Council are present. Parent and teacher representatives must be present to have a quorum.

VI. AGENDA

- a. Each regular and special Council meeting shall operate by an agenda that is developed by the Chairperson.**
- b. Adding to the Agenda**
 - 1. Council members may add items to any regular meeting agenda by contacting the chairperson five (5) days in advance. Special called meeting agendas may not have additions.**
 - 2. Teachers and parents who are not on the Council may recommend items for the agenda by contacting a Council member five (5) days in advance. The person making the recommendation must attend the Council meeting when the item is addressed.**
 - 3. Agenda items may be added at the meeting with Council approval.**
 - 4. The agenda shall be distributed to Council members and posted in the hallway and mailroom at least one day in advance of the meeting.**

VII. DECISION MAKING

The primary method of decision making shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide everyone opportunity to be heard, and make a final decision that can be supported by the group.

In the event a decision is necessary and the council determines majority rule is an acceptable process to make the decision, then majority rule will be followed. Decisions by majority rule shall require a simple majority of the members present. A tie vote will result in no action. A minimum of three members must call for a vote for majority rule to be applied.

VIII. MINUTES

Written minutes of each regular and special meeting will be kept as an open, permanent record of the activities of the Council. The minutes shall include

the names of those in attendance and any action taken by the Council. The official minutes shall be kept on file in the Principal's office. Minutes shall be approved at the next regular meeting of the Council, and copies forwarded to the Superintendent/designee in digital and hard copy form.

IX. INPUT FROM NON-COUNCIL MEMBERS

Those who are in attendance at the Council meetings shall be provided an opportunity to discuss issues under consideration by the Council by the following procedures:

- 1. Input will be allowed before the Council makes its decision.**
- 2. A person who has recommended an item on the agenda shall be given the opportunity to speak first on the issue.**
- 3. A sign-in sheet will be provided for parties interested in speaking on an issue.**
- 4. As each topic is discussed, the chairperson will call on speakers as the item is presented on the agenda. Each speaker is limited to three minutes.**

X. RESPONSIBILITIES OF THE CHAIRPERSON

- a. Announce and distribute meeting notices;**
- b. Prepare and distribute agendas;**
- c. Conduct the meetings; if Chairperson is unable to attend a meeting, Chairperson is to appoint a designee from Council members;**
- d. Implement the actions of the Council (monitor, if other than the principal);**
- e. Forward copies of the meeting minutes and attendance sheet to Superintendent/designee upon approval;**
- f. Maintain an open, permanent file of meeting minutes;**
- g. Display council and committee agenda and minutes in a public location.**

XI. RESPONSIBILITIES OF THE COUNCIL MEMBERS

- a. Attend all regular and special meetings of the Council;**
- b. Consider the needs of all students when making policy decisions;**
- c. Communicate with constituents to collect data and opinions for decision making;**
- d. Communicate with constituents about actions by the Council.**

XII. POLICY DEVELOPMENT

- a. Policies shall be developed by the Council or committees established by the Council.**
- b. No policy shall be adopted by the Council at the meeting in which the policy is introduced.**
- c. All policies shall require two readings before adoption by the Council.**

XIII. APPEALING A COUNCIL DECISION

- a. For a person to appeal a decision of the Council, he/she must first request, in writing, an opportunity to be heard and shall include information about the issue;**
- b. The Council shall schedule a hearing within thirty (30) days from the date the request is received;**
- c. The parties may be represented by legal counsel at the hearings as long as the Council has been notified five (5) days in advance;**
- d. The Council shall consider the merits of the complaint, make a decision, and respond in writing within three (3) days to the complainant;**
- e. A copy of the reply shall become part of the official minutes of the Council;**
- f. If a matter is not satisfactorily resolved within ten (10) days of the hearing, an appeal may be submitted in writing to the**

Superintendent/designee who will refer it to the District's SBDM Appeals Board (Policy BLCC).

XIV. COUNCIL COMMITTEES

- a. The school Council shall appoint committees to encourage expanded participation in the decision-making process;**
- b. The school Council committee composition shall do the following:
 - 1. Provide for teacher, parent and classified staff representatives;**
 - 2. Reflect the proportions of the Council;**
 - 3. Include minority representation;**
 - 4. May include other representatives of school community.****
- c. Each committee shall elect a chairperson by majority vote;**
- d. The committee chairperson shall serve for one school year;**
- e. Committees shall submit their recommendations to the School Council for consideration;**
- f. Committees shall review all recommendations to determine if there are conflicts with any Board of Education policies or contractual obligations in effect at the time, and advise of the conflict;**
- g. Each committee shall determine the frequency and agenda of meetings;**
- h. Written minutes of each committee meeting will be kept as an open, permanent record of the activities of each committee. Approved minutes shall be forwarded to the School Council and district. Minutes and agendas are to be posted in a public location.**

Standing Committees:

- 1. Budget Committee**
- 2. School Improvement Plan Committee**
- 3. Curriculum Committee**
- 4. Climate Committee**
- 5. Technology Committee**

Date revised: 10/15/03
Date revised: 02/15/11

Signature:

Council Chairperson