

Olmsted North
SBDM Council Bylaws

Approved
2/10/09
BA

I. PURPOSE

The Olmsted North Council shall have the responsibility to set school policy in the areas specified in the laws, which shall provide an environment to enhance the student's achievement and to help the school meet its educational goals.

II. COUNCIL MEMBERS

Composition

The Council at Olmsted North shall consist of (3) three teachers, (2) two parents and the principal. Each council member shall be elected by his/her constituent group. The principal shall serve as the chairperson.

Minority Representation

KRS 160.345 requires that schools having more than eight percent minority student population have minority representation on the SBDM Council. If this is not obtained in the initial election in either the parent, teacher or principal position, a special election will be conducted for both a minority teacher and minority parent representative to the SBDM Council. The principal will oversee this procedure.

Eligibility

All teachers (including counselors) who are employees within the school, are eligible to serve as teacher representative on the council. The parent representatives on the Council shall have a student enrolled **in the school and shall not be an employee or a relative of an employee of the school in which that parent serves, nor shall the parent representative by an employee or a relative of an employee in the district administrative offices. A parent representative shall not be a local board member or a board member's spouse.**

III. SELECTION PROCESS

A. VALIDATION COMMITTEE

A Validation Committee comprised of three (3) teachers selected by the faculty from the faculty (**and not running as a representative to the SBDM Council**) shall be formed annually. The committee shall be responsible for: processing and reporting nomination results for election to the Council; disseminating election ballots; counting votes and reporting results to the faculty and principal.

B. TEACHER SELECTION PROCESS

All teachers, including the counselors, assigned to the school shall have an opportunity to participate in the annual selection of the teacher representatives. Teachers may nominate up to three (3) teachers and may nominate themselves. **Nominations shall be made on official forms and submitted to any member of the Validation Committee. These forms shall be distributed to all teachers by December 1.**

The Validation Committee shall check with each nominee to get approval before placing his/her name on the election ballot.

The principal shall be responsible for communicating election results to the superintendent/designee.

C. PARENTS

The president of the PTSA shall call a meeting of the parent association no later than **October 31** for the purpose of electing parent representatives of the Olmsted North Council. The association's board of managers shall determine the nominating and balloting procedures.

D. FILLING VACANCIES

In the event a vacancy occurs the vacancy shall be filled by the same process as outlined above.

IV. TERMS OF OFFICE

The terms of office for teacher and parent representatives to the SBDM Council will begin on January 1 and end on December 31st. Each term of office is one year in length.

V. MEETINGS

A. REGULAR MEETINGS

The regular meetings of the School Council shall be held on the 2nd Tuesday of each month. The meetings will be held in the Media Center at 6:00 p.m. Meetings will last no longer than two (2) hours.

B. SPECIAL MEETINGS

In the event a special meeting is needed, the principal or a majority of the other members may call a meeting. Whoever calls the meeting must make sure all members are notified at least twenty-four hours in advance and must follow open meeting requirements.

B. CANCELING A MEETING

A regular Council meeting may be cancelled by the chairperson or a majority of the Council.

C. QUORUM

In order for the Council to vote on any issue, a quorum must be present. A quorum is present when four of the six members of the council is present.

VI. AGENDA

Each regular and special council meeting shall operate by an agenda that is developed by the council. Council members may add items to any regular agenda by contacting the chairperson forty-eight hours in advance. Special meeting agendas may not have additions. Teachers and parents who are not on the council may recommend items for the agenda by contacting a Council member and submitting a written report one (1) week prior to the meeting. The person making the request must attend the Council meeting when the item is to be addressed. Agenda items may be added at the regularly scheduled meeting with Council approval. The agenda shall be distributed to Council members at least one (1) day in advance of the meeting. The agenda will also be available and posted in the office.

VII. DECISION MAKING

The primary method of decision making shall be by consensus. If consensus cannot be reached, the chairperson and/or the majority of the Council will call for a vote. **It must receive a majority vote to pass.**

VIII. MINTUES

Written minutes of each regular and special meeting will be kept as an open permanent record of activities of the Council. The minutes shall include the names of those in attendance and any action taken be the Council. The official minutes shall be kept on file in the Main Office. Minutes shall be approved at the next regular meeting of the Council and a **hard copy and an electronic copy forwarded to the Superintendent designee.**

IX. OPEN MEETINGS

All council meetings shall be open to the public except when legal issues affecting the Council or right to privacy issues are under consideration. Under one or more of these conditions, a Council may go into executive session to discuss those items only after announcing the purpose of the closed session. All decisions made by the Council shall be in an open public meeting

X. 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 through the following procedures:

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

XI. RESPONSIBILITIES OF THE CHAIRPERSON

Announce and distribute meeting notices.

Prepare and distribute agendas.

Conduct the meeting.

Implement the actions of the Council.
Forward a copy of the meeting minutes and attendance sheet to the Superintendent/designee upon approval.
Maintain an open, permanent file of meeting minutes.

XII. RESPONSIBILITIES OF COUNCIL MEMBERS

Attend all regular and special meetings of the Council.
Consider the needs of all students when making policy decisions.
Communicate with constituents to collect data and opinions for decision-making.
Communicate with constituent actions taken by the Council.
Attend required training.

XIII. POLICY/BYLAWS DEVELOPMENT/AMENDMENTS

Policies and bylaws shall be developed by the Council or committees established by the Council.
All policies shall require two readings before they are adopted.
No policies shall be adopted by the Council at the meeting in which the policy is introduced.
Bylaws may be revised/ amended by the council at the meeting in which changes are introduced, unless a majority of the Council wishes otherwise, whereas, a second reading would be required.

XIV. APPEALING A COUNCIL DECISION

To appeal a decision of the Council the person must first request, in writing, an opportunity to be heard and shall include information about the issue.
The Council shall schedule a hearing with thirty (30) days from the date of the request.
The parties may be represented by legal counsel at the hearing.
The Council shall consider the merits of the complaint, make a decision, and respond, in writing to the complainant.
A copy of the response shall become part of the official minutes of the Council.
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).