

**BY-LAWS
OF
THE BEECHWOOD ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING SCHOOL COUNCIL**

References in these By-Laws, as from time to time amended (“these By-Laws”) to the “Statutes” or the “KRS” are to the Kentucky Revised Statutes, as from time to time amended. Additionally, bracketed KRS references are included for convenience purposes. Also, in the event of a conflict between the terms hereof and the terms of the Statutes, the latter shall govern and control. Finally, the following terms shall have the meanings noted: the “School” – Beechwood Elementary School; the “School Council” or the “Council” – the Beechwood Elementary School Based Decision Making School Council; the “District” – the Beechwood Independent School District Board of Education; and the “Superintendent” – the Beechwood Independent School District Superintendent.

**ARTICLE II
MEMBERSHIP**

A. COMPOSITION (160.345 (2) (A))

The School Council shall consist of the principal, three teacher members and two parent members.

B. QUALIFICATIONS FOR MEMBERSHIP

- 1. ALL MEMBERS (160.345 (2) (a)):** No one may serve on the School Council who has a legal conflict of interest as defined by KRS 45A.340. Current and past School Council members who continue to meet the other requirements of this section are eligible to be elected to additional terms unless they are removed from office under the provision stated in Section E. The term of office for any member of the School Council shall be one (1) “Term” as defined in Article II.G. Current and past School Council members who continue to meet the eligibility requirements of these By-Laws may be elected for one or more additional Terms unless they are removed from office under the provisions stated in Article II.
- 2. TEACHER MEMBERS (160.345 (1)):** To serve as a teacher member of the School Council, one must hold a position at the school that requires a state certificate, and one must not hold the position of principal, assistant principal, or head teacher.
- 3. PARENT MEMBERS (160.345 (2) (A)):** To serve as a parent member of the School Council, one must be the parent, step-parent or legal guardian of a child who will be enrolled at the school during one’s term of office. A parent member must not be a district employee, a relative of a district employee, a member of the district school board, or the spouse of a district school board member.

C. ELECTIONS

1. Teacher Representatives.
 - a. Nomination. Candidates may be nominated for the office of teacher member by a letter of nomination or verbal nomination. The candidate shall give verbal or written approval of the nomination. The candidate must state that he or she meets the qualifications listed in Article IIB.

- b. Preparation of the Ballot. All names of those nominated, willing and eligible to serve shall then be listed alphabetically on a ballot prepared by the Chairperson.
- c. Elections. The date of the election for teacher members shall be determined by the principal. At that time all teachers shall be given a ballot with the names of candidates who have agreed to serve on the School Council if elected. When more than three names appear on the ballot for Teacher Representative each person shall vote for up to three names. When only three names for Teacher Representative appear on the ballot, a motion can be made by a certified staff member that the Teacher Representatives be elected by acclamation. The ballots shall then be collected and counted in the presence of two teachers selected by the principal. Any person receiving a majority (51% of the votes cast) on this ballot shall serve as a School Council member for the coming term. (160.345 (a) (2) (b))
- d. Procedure if Fewer Than Three Teacher Candidates Receive a Majority. If only two candidates receive majorities, the two candidates receiving the next highest numbers of votes after those two shall be listed on a second ballot, teachers shall each mark one name, and the one receiving the highest number of votes shall serve as a School Council member in the coming year. If only one candidate receives a majority, the three candidates receiving the next highest numbers of votes after that one shall be listed on a second ballot. Teachers shall each mark up to two names, and the two candidates receiving the highest number of votes shall serve as School Council members for the coming year.

If no candidate receives a majority, the four candidates receiving the highest numbers of votes shall be listed on a second ballot. Teachers shall each mark up to three names, and the three candidates receiving the highest number of votes shall serve as School Council members for the coming year.

- e. Procedures for Electing Minority School Council Members (160.345 (1) (a). For the purposes of School Based Decision Making, “minority” shall mean American Indian, Alaskan native, African-American, Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific Islander; or other ethnic group under represented in the school.

When the minority student population at Beechwood Elementary School reaches or exceeds eight percent (8%) of the total student population, at least one of the school council members shall be a minority parent, teacher, or principal. Enrollment in the school on the preceding October 1 shall be used to determine the percent of minority students.

Under these circumstances, if a council is formed without a minority representative then one or two shall be elected to the council by the following method:

1. The principal shall within five (5) working days from the election organize an election to elect a minority parent or a minority teacher to the council.
2. The election for minority representative will be held within ten (10) working days from the date of the election of other council members.
3. The principal shall inform all parents of minority students enrolled in Beechwood Elementary School of the election purpose, time, date and location.

4. The principal shall inform minority teachers of the election process, time, date and location.
5. The principal shall call for nominations and prepare a ballot for both minority parents and teachers.
6. The principal shall facilitate the meetings held for the purpose of electing minority representatives to the school council.
7. The principal shall report the results of the election to parents, faculty and community.

If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Term limitations shall not apply for a minority teacher member who is the only minority of the faculty.

2. Parent Members (160.345 (2) (b)). Election of parent members shall be conducted by the Beechwood PTSA. The principal shall assist the PTSA in alerting parents to the election schedule. Organization of the election of parent members is to be organized and run by the Beechwood PTSA. The election of parent members shall be conducted in a manner consistent with/similar to that procedure set forth in Article C. 1. and shall occur between March 1 and June 15 of each year.

D. STANDARDS OF CONDUCT FOR SCHOOL COUNCIL MEMBERS

1. Attendance. Members of the School Council shall attend all School Council meetings unless the absence is excused. Absences may be excused by consensus of the School Council for good cause. A member who has three unexcused absences from School Council meetings shall resign.
2. Conflict of Interest. No member shall enter into any business dealing that creates a conflict of interest under KRS 45A, and any member who discovers the existence of such a conflict of interest shall resign.
3. Teacher Departure. A teacher member who ceases to be assigned to the school before his or her term is completed shall resign.
4. Student Departure. A parent member whose child ceases to attend the school before his or her term is completed shall resign.
5. Improper Meeting. No combination of 4 members of the School Council shall meet to discuss School Council business without following the procedures for scheduling a meeting of the full School Council as listed in Article V below.
6. Criminal Conduct. Any member of the School Council who is convicted of a misdemeanor or felony during his or her term of office shall resign.
7. Professional Development. Professional Development activities will be made available to School Council members. School Council members are encouraged to attend professional development activities.
8. Code of Ethics. The responsibilities of the council and these acknowledgements require each council member to maintain standards of exemplary professional behavior. 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:

1. Make the well-being of students the fundamental value in all decision making actions.
2. Fulfill responsibilities with honesty and integrity.
3. Abide by policies set by the council.
4. Demonstrate the willingness to work as a team.
5. Demonstrate a willingness to compromise in the interest of the welfare of students.
6. Show support of decisions made by the council.
7. Avoid sharing information that is considered confidential by the council.
8. Represent his/her constituency group as accurately as possible.
9. Demonstrate a commitment to the work of the council and to the school.
10. Avoid using positions for personal gain through political, social, religious, economic or other influence.
11. Demonstrate respect for all people regardless of race, national origin, sex, religion and political affiliations.

F. REMOVAL OF MEMBERS

If a member of the School Council resigns or is removed from office, a replacement shall be selected in a special election held not more than one month after the vacancy occurs, using the procedure stated in Section C above. The person elected in the special election shall serve until July 1 and be eligible for reselection to a full term.

G. TERM OF OFFICE (160.345 (2) (b))

Teacher Terms:

Beginning with the teacher election in the spring of 2017 and every odd numbered year thereafter, one teacher will be elected for two year terms. In this 2017 election, two teachers will be elected for a one-year term. Beginning with the teacher election in the spring of 2018 and every even numbered year thereafter, two teachers will be elected for two year terms. Terms will run from July 1st to June 30th.

Parent Terms:

Beginning with the parent election in the spring of 2017 and every odd numbered year thereafter, one parent will be elected for a two-year term. In this 2017 election, one parent will be elected for a one-year term. Beginning with the parent election in the spring of 2018 and every even numbered year thereafter, one parent will be elected for a two-year term. Terms will run from July 1st to June 30th.

Maintaining Staggered Council Terms:

Beginning with the council elections in the spring of 2017, in every odd numbered year, one/two teachers and one parent will be elected for two year terms. In every even numbered year, two teachers and one parent will be elected for two year terms. All terms are from July 1st to June 30th.

Parents of Sixth Grade Students:

If the parent of a student who will be a sixth grader wishes to run for council membership, he/she may do so. At the end of one year when that parent becomes ineligible because they will no longer have a student at BES, the parents will hold an election to fill that vacancy. The newly elected parent member will serve one year to finish the term.

Here is a chart to help you visualize it:

Implementation Years		After Implementation	
2017	2018	2019	2020
Teacher(2) – Elect for 2yr	Teacher(2) – No election	Teacher(2) –Elect for 2 yr	Teacher – No election
Teacher – Elect for 1 yr.	Teacher – Elect for 2 yrs.	Teacher – No election	Teacher – Elect for 2 yrs.
Teacher – Elect for 1 yr.	Teacher – Elect for 2 yrs.	Teacher – No election	Teacher – Elect for 2 yrs.
Parent (2)– Elect for 2 yr	Parent(2) – No election	Parent(2) – Elect for 2 yr	Parent – No election
Parent – Elect for 1 yr.	Parent – Elect for 2 yrs.	Parent – No election	Parent – Elect for 2 yrs.
SUMMARY: Elect one teacher for a two year term and two teachers for two year terms. Elect one parent for a two year term and one parent for a one year term.	SUMMARY: Elect two teachers for two year terms. Elect one parent for a two year term.	SUMMARY: Elect one teacher for a two year term. Elect one parent for a two year term. (This is how every odd numbered year will be henceforth.)	SUMMARY: Elect two teachers for two year terms. Elect one parent for a two year term. (This is how every even numbered year will be henceforth.)

NOTE: During the implementation phase, the candidates choose whether to run for the one or two year terms before the election.

BYLAWS REVISION AFTER IMPLEMENTATION PHASE:

It would be helpful to revise your bylaws in 2019 and remove the first two paragraphs above and leave the last two paragraphs above. This just “streamlines” your bylaws. The chart doesn’t really need to go in the bylaws.

**ARTICLE III
OFFICIERS OF THE SCHOOL COUNCIL**

A. CHAIR (160.345 (2) (b))

The principal shall be chair of the School Council. He or she shall have all the responsibilities specified in these By-Laws and shall also be responsible for maintaining a file of all correspondence addressed to the School Council. The principal may remove items from that file, either to discard them or to file them elsewhere, only after they have been brought to two regular School Council meetings. Out of a legally called school council meeting, no other council members other than the principal has decision making or administrative authority.

B. CUSTODIAN OF RECORDS

The principal shall also be the official custodian of School Council records.

C. SECRETARY

A secretary shall be selected by the School Council at its first meeting each year. The secretary does not have to be a member of the School Council, but must be willing to perform the duties of the office. The secretary shall perform the duties specified in Article VII below.

ARTICLE IV FUNCTIONS OF THE SCHOOL COUNCIL

A. REQUIRED FUNCTIONS

The School Council shall:

1. determine, within the parameters of the total available funds, the number of persons to be employed in each job classification at the school. The School Council does not have authority to recommend transfers or dismissals. (160.345 (2) (g).
2. determine which textbooks shall be used at the school (160.345 (2) (h).
3. determine which instructional materials shall be used at the school (160.345 (2) (h).
4. determine what student support services shall be provided in the school (160.345 (2) (h).
5. select a new principal for the school, when that position becomes vacant, from a list of qualified applicants submitted by the superintendent or from additional names supplied by the superintendent at the School Council's request (160.345 (2) (i).
6. consult with the principal before the principal selects persons to be hired to fill certified positions at the school (160.345 (2) (i). Consultation requires that, as possible, the School Council shall confer with and give its best advice, to, the Principal. The School Council shall have access to such information as one would reasonably deem necessary or appropriate under the circumstances in order to fulfill its obligations of consultation under the Statutes. To this end, consultation shall include the following:
 - a. All members of the School council can be a part of the interviewing committee of any perspective candidates for which a vacancy occurs.
 - b. The interviewing committee shall review all applications submitted by the superintendent.
 - c. With the consent of the interviewing committee, the principal can screen the applicants submitted by the superintendent. From this screening, the principal will submit the names of the qualified applicants to the interviewing committee for formal interviews.
 - d. If possible, a teacher from the level in which the vacancy occurs can be a part of the interviewing committee.

The principal shall consider the decision and any specific recommendations, but shall make the final selection himself or herself. Either the principal alone or the entire committee may ask the superintendent to provide additional names for consideration for any vacancy. (160.345 (5).

- a. adopt policies to be implemented by the principal in the following areas (160.345 (5):
- b. Determination of curriculum, including needs assessment and curriculum development (160.345 (j) (1);
- c. Assignment of all instructional and non-instructional staff time (160.345 (j) (2);

- d. Assignment of students to classes and programs within the school (160.345 (j) (2));
- e. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local school board (160.345 (j) (3));
- f. Determination of use of school space during the school day (160.345 (j) (4));
- g. Planning and resolution of issues regarding instructional practices (160.345 (j) (5));
- h. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor and principal (160.345 (j) (8));
- i. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision (160.345 (j) (8));
- j. Procedures for determining alignment with state standards, technology, utilization, and program appraisal. School Council policy on this issue must be consistent with district board policy (160.345 © (2));
- k. Other issues necessary to provide an environment to enhance students' achievement and meet the goals established by KRS 158.645 and 6451. If the School Council makes a policy that fits this area but not any of the areas listed in items a-h above, that policy must be consistent with district board policy 9160.345 (c)(2).

B. DISALLOWED ACTIVITIES

The School Council shall not:

- 1. recommend the transfer or dismissal of any member of the school staff (160.345 (c) (2)).
- 2. violate federal or state law or regulations.
- 3. take any action that risks the health or safety of students, staff, or others.
- 4. take any action that exposes the School Council or the district to unreasonable risk of legal liability.
- 5. authorize any purchase that exceeds the financial resources available to it.
- 6. take any action that violates contractual obligations already made by the district or the School Council to personnel and other providers of goods and services.
- 7. exceed the functions listed in Article IV.A.

ARTICLE V SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

All council meetings shall be open to the public except when personnel, legal issues affecting the School Council, or right to privacy issues are under consideration. Under one or more of these conditions a council may go into executive session. All decisions made by the council shall be in an open public meeting. At the first meeting of each School Council term, the School Council shall select at least one regular meeting date in each month of the year. The principal will notify the parents of the meeting. SBDM meetings, regular or special, will last no longer than 90 minutes. Any agenda items not covered will be placed on the next month's regularly scheduled meeting agenda or a special meeting will be called. By consensus of the School Council, the length of a meeting can be extended.

B. SPECIAL MEETINGS

If the School Council needs to meet before its next regular meeting, the principal may call a special meeting. A special meeting may also be called by a majority of members of the School Council. Once the decision is made to call a special meeting, the following steps must be taken:

1. Written Notice. The person or persons calling the meeting must prepare and sign a written notice that state the date, time and place of the special meeting and the agenda for the meeting. If an issue is not listed on the agenda, it can't be legally discussed at the special meeting.
2. Delivery of Notice. The person or persons calling the meeting must arrange for the notice to be delivered to every School Council member and to any media organization that has asked to be notified of School Council meetings. The delivery can be by hand, e-mail, fax, mail, but the method must be one that allows the notice to arrive at least 24 hours before the time set for the meeting.
3. Posting of Notice. The notice must be posted conspicuously at the school, and also at the building where the meeting will be held if the meeting will not be held at the school. These copies must be posted as soon as possible after the meeting is called, and definitely not less than 24 hours before the meeting will be held.

C. TRAINING/PLANNING MEETINGS

Training/planning meetings are designed for council members to acquire knowledge and/or develop skills and develop plans for improving the school not completed within the Standing Committee system.

ARTICLE VI CONDUCT OF MEETINGS

A. QUORUM

No School Council decision can be made unless four member of the School Council are present. Members who must be present for a quorum to exist are (1) the principal, (2) a parent, (3) a teacher and (4) at least one other parent or teacher.

B. ATTENDANCE AT MEETINGS

Anyone who wants to attend a School Council meeting may do so, except for those portions that are conducted as closed sessions.

C. CLOSED SESSIONS

A closed session is a portion of a regular or special meeting of the School Council during which the members meet in private. Within the realm of School Council responsibilities, the allowed subjects at closed meetings are proposed or pending litigation by or against the School council, allowed by KRS61.810 (1) (c), or selection of a new principal or other new staff member, allowed by KRS61.810 (1) (f). When legal issues affecting the council, or rights to privacy issues are under consideration, the council may go into executive session. All decisions made by the council shall be in an open public meeting. Before a closed session can begin, the following steps must be taken:

1. Announcement: An announcement must be made in an open session. The must state that the School Council needs to discuss business involving a topic that the law allows to be discussed in closed session. The announcement must state the general nature of the business that needs to be discussed in closed session and identify the specific section of the law that allows the session to be closed.
2. Motion: A motion must be made and passed by a majority of members to go into closed session. This provision for voting is an exception to the use of consensus required by Article VI.G.

3. Actions: No final action may be taken at a closed session and no matters may be discussed at a closed session other than those publicly announced prior to convening the closed session.

D. MATERIALS TO BE BROUGHT TO SCHOOL COUNCIL MEETINGS

1. By the Principal.

To every School Council meeting, the principal shall bring:

- a. The folder containing all items submitted for inclusion on the agenda, and
- b. The folder containing all correspondence addressed to the School Council that he or she has received.

2. By the Secretary.

The secretary shall bring the binder he or she maintains that holds copies of the School Council's By-Laws, policies, annual budget, and minutes.

E. AGENDA

1. Preliminary.

Anyone may submit items for inclusion on the agenda to the principal, and he or she shall maintain a complete file of those items. The agenda submission forms are available in the principal's office. A person submitting an agenda item must be present at the meeting for it to be discussed. Agenda items must be submitted ten (10) days in advance of a meeting to be included on the agenda. If the need arises to call a special meeting, the ten (10) day agenda submission requirement will be waived. The agenda of the regularly scheduled meeting must be in the hands of the School Council one (1) week prior to the meeting, the principal shall prepare a preliminary agenda for the School council meeting, including all items that he or she believes need School Council attention at that session. That agenda shall include review of the minutes of the previous meeting.

F. Discussion of Agenda Items

Each item on the agenda shall be fully discussed by the School council before any decisions are made. Those who are in attendance at the council meeting shall be provided an opportunity to discuss issues under consideration by the council using the following procedures:

1. A sign-in sheet will be provided for interested parties to indicate their interest in speaking on an issue.
2. The chairperson will call on speakers in the order they signed the sign-in sheet.
3. When a significant number of persons wish to speak or when discussion of an issue has taken more than half an hour, the chair may set limits on the number of persons who may speak and the length of time each may speak.
4. Input must be germane to the topic and must be within the authority of the council.

G. CONSENSUS DECISIONS

The School Council shall operate by the consensus procedure stated in this paragraph.

After discussion of each issue, the chair or any member of the School Council may suggest the presence of consensus. The person making the suggestion shall explain in

One or more sentences what he or she thinks the consensus is. The chair shall then ask whether any member has any significant disagreement with the statement. If no one disagrees, the decision shall be deemed made. If any member disagrees, the discussion shall continue until a suggestion of consensus is made that draws no disagreement or until a third suggestion of consensus fails.

H. FAILURE TO REACH CONSENSUS

When the third suggestion of consensus fails, the chair shall direct that the issue be taken

Up again at the next meeting, unless one of the following exceptions applies;

1. If the issue is the selection of the principal, the School council shall vote, and if any candidate receives four votes, that person shall be selected.
2. If the issue is School Council consultation about the selection of persons to fill other positions each member shall state his or her judgment on the matter and the principal shall make the final decision.
3. A majority vote shall be taken if the issue meets all the following standards:
 - a. it involves the number of persons to be employed, the textbooks to be acquired, the budget for or purchase of instructional materials, or the budget for or purchase of student support services.
 - b. the federal or state government or the district board of education has set a deadline for making the decision; and
 - c. the members of the School Council cannot agree by consensus to try and solve the question at a special meeting.

ARTICLE VIII MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES TO BE KEPT AND APPROVED

The secretary shall keep minutes of each School Council meeting. The minutes shall state accurately each School Council decision taken. If the decision was to adopt a written statement of policy or a written statement of some other decision, the entire text of that statement shall be attached to the minutes. The minutes shall be reviewed and approved by the School Council at its next meeting. Immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.

B. DISTRIBUTION OF SCHOOL COUNCIL DOCUMENTS

The secretary shall make at least ten (10) copies of the School Council's By-Laws, policies, annual budget and minutes. Those copies shall be distributed as follows;

1. One shall be given to the principal.
2. One shall be sent to the district superintendent.

3. One shall be kept in a binder in the School Office in a plainly visible place where they can be reviewed by all interested persons at any time that the office is open.
4. One shall be placed in the binder in the library.
5. One shall be kept in a binder in the possession of the secretary, and that binder shall be brought to each meeting.
6. One copy shall be given to each School Council member.

C. OTHER SCHOOL COUNCIL RECORDS

If anyone asks to see the School Council records that are not in the binder, the principal, as official records custodian, shall make them available within three business days after the request unless the records are subject to a specific exception of the Open Records law.

D. FEES TO REPRODUCE RECORDS

The School Council, for each term, will determine a reasonable fee per page for any document to be reproduced in accordance with the Open Records Law (KRS 61.874)

ARTICLE VIII AMERNDMENT TO BY-LAWS

All motions to amend the By-Laws of the School Council shall be submitted in writing. No decision on a motion to amend the By-Laws shall be made until after the topic has appeared twice in the preliminary agenda for School Council meetings. The By-Laws of the Beechwood Elementary School SBDM School Council will be reviewed annually by the standing committee designated by the School Council. The School Council will use consensus decision making when accepting any change in the SBDM By-Laws. If the School Council is unable to come to consensus on any changes, then the School Council will refer to Article VI.H.

ARTICLE IX SCHOOL COUNCIL STANDING COMMITTEES

The council shall have the authority to form the number and types of Standing Committees needed to carry out the policies set by the council (160.345 (s) (c)(2). The Standing Committees for the Beechwood Elementary School Council may include but are not limited to the following:

- Curriculum & Instruction
- Budget
- Professional Development
- Assessment
- Governance
- Staffing
- Parent Involvement
- Primary Program

The Standing Committees will be reviewed annually by the School Council. Additional Standing Committees will be formed and implemented by the School Council as needed. All other committees shall be Add Hoc. An ad hoc committee may be formed when a concern or proposed policy comes before the School Council and is not directly related to any Standing committee or one that needs further research.

The School Council shall establish a “Specification Sheet” outlining the following as to each Standing Committee and to an Ad Hoc Committee which the School Council may desire to establish: function, task, method or reporting and time of reporting. The same shall be established for each subcommittee.

MEMBERSHIP

Any employee of the school district, community member, parent or citizen of the Commonwealth may serve on any Standing Committee.

At the first committee meeting, the members of the committee will elect a chairperson. If a committee has not met prior to the first working day of the school year, that committee shall meet to elect its chair at a time designated by the principal.

A member may be elected to serve as chair for more than one year. A member shall not serve as chair for more than three (3) consecutive one (1) year terms. A member shall not serve as chair of more than one committee.

Committee chairs shall serve from the time of their election through the current fiscal year.

The first committee meeting of the current fiscal year shall be called by the past chair. If the past chair is no longer assigned to Beechwood Elementary School, the principal shall call the meeting. Fifty percent of the membership of the Standing Committee constitutes a quorum.

RESPONSIBILITIES

All business and decisions of the Standing Committees will relate to the improvement of the instructional program, or the furtherance of the school’s mission and goals. Any Standing Committee or ad hoc committee is encouraged to seek input from all constituencies to be used in data and opinion gathering.

Standing Committees shall study issues and make policy recommendations to the Beechwood SBDM School Council.

All Standing Committee Chairs or their designee will report at each regularly scheduled School Council meeting.

All Standing Committees shall operate by an agenda. The agenda shall be formed by the chairperson with input from committee members.

All Standing Committees shall use consensus as the method of making decisions. If consensus can’t be reached, the Standing Committee will refer to Article VI.H.

A copy of any and all records, reports and minutes of the Standing Committee or ad hoc committee meetings will be kept by the chairperson with a copy given to the principal.

Standing Committee chairpersons are responsible for having someone other than themselves to record minutes at each meeting. These minutes shall be read to the group for approval before dismissal. The agenda and minutes for all meetings shall be posted in the teachers’ lounge and school office with a copy of each given to the principal one week prior to the stated meeting. Minutes of all Standing Committee meetings will be sent to the principal ten (10) days prior to the regularly scheduled SBDM Council meeting.

Professional, technical, and financial resources needed by Standing Committee to perform their tasks must be approved by the council within the means available to the council. Requests for resources shall be made in writing to the council.

At least 50% of the members of the Standing Committee must be present for the Standing Committee to make a decision.

All Standing Committee meetings shall be open to the public and shall be subject to Kentucky's Open Meetings Law except when personnel, legal issues affecting the committee or rights-to-privacy issues are under consideration. Under one or more of these conditions a committee may go into executive session. All decisions made by committees shall be in an open public meeting. To this end, reference is made to Article VI.C. and VII.C.

The chairperson of each Standing Committee or their designee is required to be present at scheduled SBDM School Council meetings if requested by the principal and/or by a majority of School Council members.

The School Council shall establish a "Specification Sheet" outlining the following as to each Standing Committee and to an Ad Hoc committee which the School Council may desire to establish: function, task, membership, method of reporting and time of reporting. The same shall be established for each subcommittee.

The Governance Committee will be comprised of at least one primary teacher, one upper elementary teacher and one special teacher. In the event that a vacancy occurs on the School Council, so that a balance can be maintained, one member of the Governance Committee will be selected to fill the unexpired School Council vacancy. The member will serve until a new SBDM Teacher Representative can be selected or elected. If less than three teachers are nominated for the position of SBDM Teacher Representative, a member or members of the Governance Committee will be selected to serve on the School Council for the next school year.

PROCESS BY WHICH ISSUES ARE BROUGHT TO THE BEECHWOOD ELEMENTARY SCHOOL COUNCIL AND ASSIGNED TO A STANDING COMMITTEE.

Committees shall study issues and make policy recommendations to the School Council. Listed below are the steps which are to be taken to study issues and make policy recommendations to the School Council:

STEP 1

Based upon knowledge, experience and observable needs, a staff member or a parent identifies a need by completing **REQUEST FOR CONSIDERATION**. **REQUEST FOR CONSIDERATION** forms can be obtained in the principal's office. The request can be submitted to the principal or can be submitted at a regularly scheduled School Council meeting.

STEP 2

The School Council through consensus determines whether the request shall be assigned to a Standing committee for study.

STEP 3

The School Council assigns the Request for Consideration to the appropriate Standing Committee. If no Standing Committee exists, an ad hoc committee may be established. The Standing Committee will seek input from all constituencies to be used in data and opinion gathering.

STEP 4

The written report shall be taken to the School Council by the Committee Chair. One of the following actions shall be taken:

1. The School Council shall accept the report as written with a first and second reading.
2. The School Council shall amend the written report during its first and/or second reading and return it to the appropriate Standing Committee for review and comment. The Standing Committee will provide an amended report which may be amended by the School Council without resubmission to the Standing Committee for review and/or comment.
3. The School Council shall reject the written report in its entirety.

STEP 5

Following the second reading of the written report and the approval by the School Council, the written report shall be forwarded to the superintendent and Board of Education Attorney for review of content and legality if necessary.

STEP 6

The principal and staff shall implement the plan after the appropriate approval by the superintendent and Board of Education Attorney for review of content and legality.

ARTICLE X APPEALS PROCESS

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. The council shall schedule a meeting within thirty (30) working days from the date the request is received. The person appealing shall be informed of the meeting by registered letter. At the scheduled appeals meeting, the person filing the appeal shall address the School Council. The council shall consider the merits of the appeal, make a decision, and respond in writing to the person filing the appeal.

A copy of the written appeal and a reply by the council shall be provided to the superintendent.

The School Council may, in its discretion, seek the advice of legal counsel as to any matter and shall be fully justified in relying upon such counsel's advice.