

Crofton Elementary School Site Base Council
By-Laws

1.0 Election of School Council Members

1.1 Composition of Council

The School Council at Crofton Elementary School shall consist of a minimum of three (3) teachers, two (2) parents, and the principal. The composition of the committee may increase proportionately.

A minority member must serve on the Crofton Elementary Council. If a minority member is not elected in the general election, the PTO President shall organize a special election for the parents to elect a minority parent member. The term “minority” is defined as American Indian, Alaskan Native, African-American, Hispanic, or other ethnic group under-represented in a local school district.

1.2 Eligibility:

All teachers assigned to Crofton Elementary School are eligible to serve on the council. For the purpose of SBDM, “teacher” is defined as all certified staff assigned to the school, except the principal, the assistant principal, and the head teacher.

Parent council members shall be a parent, step parent, or legal guardian of a student to be enrolled in Crofton Elementary School during the parent’s term of council service. They shall not be a board member, district employee at Crofton School, spouse of an employee at Crofton School, or an employee or the relative of the district’s central office as defined in KRS.

1.3 Teacher Election Process:

All eligible teachers assigned to Crofton Elementary School shall have the opportunity to participate in the annual election of teacher representatives. Teachers may nominate themselves or another teacher. Nominations shall be made in writing to the principal no later than five (5) school days before the election. The election process shall be completed by April 30th. The Principal and the secretary shall prepare a ballot containing the names of all qualified teachers nominated. The principal shall chair and oversee the meeting to elect teacher members to the council. Each teacher shall have the opportunity to vote for three (3) candidates of his/her choice. Voting by secret ballot shall continue until three (3) teachers are elected. Election shall be by majority vote of all eligible teachers assigned to the school.

1.4 Parent Election Process:

Notice of the election of parent council members shall be provided by PTO President to eligible parents. The date of the meeting shall be set in cooperation with the PTO President before April 30th.

The meeting to elect parent council members shall be held after normal working hours at a time and place convenient for parents to attend. The PTO president shall notify the local newspaper of the date, time, and place of the vote in a manner that gives sufficient time (at least 5 days) for the newspaper to provide notification to the community.

Election of parent members to the council shall be by majority of the parents who are present at the meeting. Parents may nominate themselves or another parent. Nominations shall be made in writing and submitted to the PTO president five (5) prior to the date scheduled for the election. The PTO president shall prepare a ballot containing

the names of all qualified parents nominated. Each parent shall have the opportunity to vote for the two (2) candidates of his/her choice. Voting shall continue until two (2) representatives are elected. The PTO shall conduct the election.

1.5 Conflict of Interest:

Council members shall not have a conflict of interest pursuant to KRS 45A.340 except the salary paid to District Employees. Conflict of interest prevents anyone who receives financial compensation for services rendered to the district from serving on the council.

1.6 Filling Vacancies:

Council vacancies shall be filled at a special called election and shall follow the guidelines set forth in 1.3 & 1.4.

2.0 Authority of the Principal and the Council

2.1 Authority of the Principal:

The Principal will serve as chair of the council. The principal shall be responsible for implementing policies set by the council. The principal has the authority to form committees in areas of management functions not chosen by the council.

2.2 Authority of the Council:

The council shall have the authority to set and monitor school policies which shall provide an environment to enhance the students achievement and help the school meet the goals established by the Kentucky Reform Act of 1990.

Out of a legally called council meeting, no council member other than the principal has decision making or administrative authority. The council shall have the authority

<p>1. The school's curriculum is aligned to the Kentucky Core Academic standards</p>	<p>1a. Crofton Elementary will use the Core Content State Standards for ELA for guiding instruction in language, writing, speaking and listening, and technology. Communication skills will be vertically and horizontally aligned to CCSS.</p>
<p>2. On-going and embedded professional learning supports the school's writing program</p>	<p>2a. Administrators, faculty members and para educators will be involved in ongoing, embedded professional development to support the writing program as needs are indicated by ongoing reviews by the schools literacy committee and district communication team. 12b. Professional learning community meetings held weekly will address writing needs and provide an opportunity for administration and faculty to receive training in house.</p>
<p>3. School administration and leadership support the schools writing program</p>	<p>3a. The principal will enforce writing requirements by monitoring working portfolios and cumulative writing folders. 3b. Leadership of the school will assist the principal in monitoring writing by evaluating the type and quality of writing pieces submitted by teachers at the end of each 9 weeks. 3c. Leadership and teachers will communicate with family members and the community to strengthen students' communication skills and to enhance the program.</p>

to form the number and types of committees to carry out the policies set by the council.

3.0 School Council Meetings

3.1 Types

Council members shall attend three (3) types of meetings

- (1) Regular—meeting held on a set day of the month at a set time and day
- (2) Special—meetings scheduled as they are needed between regularly scheduled meetings.
- (3) Working—meetings designed for council members to acquire knowledge and develop skills.

3.2 Schedule of Regular Meetings

The Crofton Elementary School Council shall meet regularly at a set time and location to be determined at the first council meeting of the fiscal year. However, in case of circumstances which dictate a change in the time, date, and/or place of the meeting, the Council Chairperson shall set an alternate date, time, and/or place. The meeting will not exceed 90 minutes.

- 3.21 From among its membership, the council will select a vice chairperson at the first council meeting in the fiscal year.

3.3 Agenda

Each regular and special council meeting shall follow an agenda. Copies will be made available to the public prior to the meetings. A written request to address the council, including a brief summation of the topic to be presented, must be received by the council chairperson seven (7) days prior to the next scheduled council meeting. The agenda shall be approved by the council at the beginning of the meeting. Other items may be added at the meeting with

consensus from the council. A person requesting the addition of an item on the agenda must be present at the meeting for it to be discussed.

3.31 In-put from Non-Council Members

Those in attendance at the council meetings shall be provided an opportunity to discuss issues under consideration by the council; by the following procedures.

- (a) sign-in sheet will be provided by topic for interested parties to indicate their interest in speaking on an issue. Each speaker will be limited to five (5) minutes.
- (b) Input/Reactions must be germane to the topic and must be within the authority of the council.

3.4 Open Meeting Requirements

All council meetings shall be open to the public except when considering personnel or possible litigation. All decisions made by the council shall be in an open public meeting. The council shall abide by the state's open meeting law KRS (61.810)

3.45 Quorum

A quorum of the council is required in order for the council to take any action. A quorum constitutes a majority.

4.0 Decision Making

4.1 Consensus

The primary method of making decisions shall be by consensus. In the event consensus cannot be reached, a delay in making the decision shall be used as one alternative to help reach consensus. In the event a decision is necessary and the council determined majority rule is an acceptable process to make the decision, then majority rule will be followed.

Decisions by majority of the members present. A tie vote will result in no action taken by the council.

4.2 Chairperson

The principal shall serve as chairperson at all meetings. In the absence of the principal, the vice-chairperson will serve.

4.3 Minutes - By-Law Revision September 2014

The Principal's secretary or any other individual appointed by Principal will have the responsibility for keeping and transcribing the minutes of the council meetings. The secretary or any other individual shall not be compensated monetarily for their time.

The minutes shall continue to be approved by the council; kept in a permanent file, and open to public inspection. A copy of the minutes, of each council meeting shall be forwarded by the Principal to the Superintendent who shall keep the Board informed of council actions. A copy will also be posted within 14 calendar days at Crofton Elementary School.

Revised this 14 day of September, 2014 – 1st reading

Approved 2nd and final reading – October 16, 2014

5.0 Committees

5.1 As a Council

When a council establishes committees, it shall adopt a policy to facilitate the participation of interested persons, including, but not limited to, classified employees and parents. The policy shall include the number of committees, their jurisdiction, composition, and the process for membership selection, KRS 160.345 (2) (c) 2

5.2 Parents and Community

The Crofton Elementary School Council shall encourage parent, citizen, and community participation in council meetings and school activities and shall cooperate with independent school groups such as booster and parent organizations to assist them in their service to the school.

5.3 Superintendent

The superintendent or his designee shall be notified in advance of all major public releases, news releases, news conferences, etc. by the council or concerning council decisions.

6.0

6.1 Policy Manual

The Crofton Elementary School Council shall maintain a manual containing by-laws and policies and shall make it available to staff, the public, and the Superintendent. A copy will be available in the school's office.

6.2 No policy shall be adopted by the council at the same meeting in which the policy is introduced. All policies shall be designed to provide an environment that enhances student achievement and helps the school meet goals established by law. All policies adopted shall be in accordance with provisions of state laws and regulations.

6.3 Policy Implementation

The school council shall adopt policy to be implemented by the principal in each of the following areas:

1. Determination of curriculum including needs assessment and curriculum development.

2. Assignments of all instructional and non-instructional staff time.
3. Assignments of students to class and programs within the school.
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar and transportation of students.
5. Determination of the use of school space during the school day
6. Planning and resolution of issues regarding instructional practices.
7. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, and principal.
8. Selection of extracurricular programs and determination of policies relating to student participation based on academic, qualifications and attendance requirements, program evaluation, and supervision.
9. Procedures, consistent with Board policy, for determining alignment with state standards, technology utilization, and program appraisal.

6.4 Review

The Council shall annually review all policies before the October meeting. Revisions shall be made as needed.

7.0 Appeal of Decisions

7.1 Eligibility

Any aggrieved resident of the District, parent, student, or employee of the school may appeal decisions.

7.2 Process

- A. 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. The principal shall respond by registered mail within 7 days to the aggrieved party.
- C. The council shall schedule a hearing within (30) working days from the date the request is received. The person appealing shall be informed of the hearing by registered letter.
- D. If the aggrieved party requests a hearing, that hearing will be scheduled within 30 working days of the request. The person appealing may be represented by legal council and may call witnesses as long as the testimony is germane to the issue. The council may also be represented by legal council and may also call witnesses.
- E. The council shall consider the complaint and respond in writing to the complaint
- F. A copy of the reply and grievance shall be provided to the superintendent.

8.0 Training of School Council Members and Staff

The board shall provide a budget allocation. Councils shall designate the training areas and programs within the budget allocation.