

The Academy for Leadership at Millcreek SBDM Council Bylaws

Revision completed and approved 5/19/2016

ARTICLE I. PURPOSE

The purpose of The Academy for Leadership at Millcreek School Council is to address the academic, social and emotional needs of our students in order to set school policy that will enhance student achievement and help each student meet the goals established by the school council through the Comprehensive School Improvement Plan, consistent with state law. The school council will assess, monitor, and evaluate the policies and programs of The Academy for Leadership at Millcreek annually.

ARTICLE II. MISSION and BELIEFS

The mission of The Academy for Leadership at Millcreek is to provide a positive learning environment with high expectations for all students.

We Believe That:

1. All children can learn.
2. Learning occurs most effectively in an environment of mutual respect.
3. Children have individual learning styles and we must adapt to meet their individual needs by delivering instruction in a variety of ways.
4. The partnership between home and school is essential to an effective education.
5. Children's basic needs, security and safety must be met in order for education to take place.
6. Students, families, educators, and the community share in the responsibility for successful learning.

2 of 15

ARTICLE III. MEMBERSHIP

A. COMPOSITION

1. The school council shall consist of the principal, four teacher members, and three parent members.
2. If the school reaches eight (8) percent or more minority student enrollment, and there is no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council.
3. In the event a special election is needed, a minority teacher from the school's staff shall be elected by the teachers. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school. If there are minority teachers on staff and no one wishes to serve, the position must remain vacant until a teacher can be convinced to serve in this capacity.
4. Although there is no provision in KRS 160.345 for additional school council members, the school council does not wish to exclude any constituency in the school from participation in all council

meetings. Therefore, support staff of the school (office, cafeteria, custodians, and instructional assistants) may appoint a support staff representative to attend all council meetings as a non-voting member.

B. REQUIREMENTS FOR MEMBERSHIP

1. All Members: No one may serve on the school council who has a business interest in the school as designated by KRS 45A.340. New members (those with less than one year of service) must complete six (6) hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one year of service) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year. In the event the council must select a principal, the council is required by law to obtain training in the recruitment and interviewing prior to beginning the principal selection process.

2. Teacher Members: Teacher council members must possess certification required for their position as a basis for employment in Kentucky public schools. Itinerant teachers with Millcreek as their home school may nominate, serve and vote in our school. Counselors, Facilitators or Millcreek-based consultants may serve as teacher council members. Teacher members will serve a two-year term. The Principal may not serve as a teacher council member, nor vote in teacher elections.

3. Parent Members: The legal definition of parent (KRS 160.345 1.c.) allows biological parents, stepparents, foster parents, or persons who have court ordered legal custody to be nominated or to vote. According to the law, parents who are nominated or who wish to vote must have a child "pre-registered to attend" the school for next year. If a child is in preschool this year and will attend our school next year, the parents of that child would be eligible to be nominated, or vote in the election for next year's school council. Parents will serve a one-year term. Parents of 5th graders who are exiting our school need to be nominated or vote in the middle school election.

4. Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative offices. An Attorney General's Opinion [OAG 90-102] says that "relative" as used in this section should have the same definition found in KRS 160.180 and KRS 160.380 that applies to school boards. This means that a parent who is a "father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law" of someone who works at the school or in the district administrative offices could not be a parent council member. Parent members cannot be a board member or a board member's spouse, nor can they have a business interest in the school.

C. ELECTIONS

1. Parent Members: Parents conduct their own elections as per KRS 160.345. Annual elections shall be conducted each spring (no later than May 30) by the school's PTA for the purpose of electing three parent council members. Parent elections will be by plurality vote (three parents with the highest number of votes). The president of the PTA shall notify the principal in writing of the three parents elected within 24 hours of the final vote, and shall deliver all election materials to the principal the next business day after the election. Written notice to parents must be sent out by the PTA president 30 days in advance. The notice must include information about nomination procedures, election procedures and the date and time so that all parents can be included in the process.

2. Teacher Members: Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted each spring (no later than May 30) for the purpose of electing four teacher council members. Teacher members must be elected by a simple majority (one half plus one) of the number of teachers voting. The process that teachers may use to elect their representatives should address the following areas:

- a. Nomination: Teachers may sign up or allow themselves to be nominated one week prior to the election. Sign-up sheet will be posted in a prominent place in the workroom.
- b. Preparation of Ballot: Current SBDM teachers will confirm all candidates, prepare the ballot, and advertise the election date.
- c. Elections: Current SBDM teachers will run the election, and count the ballots.
- d. Absentee Ballots: Current SBDM teachers shall prepare and distribute the ballots for absentee voters.
- e. Procedures after First-round Ballots: If the first round of voting procedures produces no majority, another election date will be announced and the procedures repeated until a majority vote is received of the four (4) candidates.
- f. Current SBDM teachers shall deliver all election materials to the principal the next business day after the election.
- g. Term Limits: School council members can serve an unlimited number of terms as long as they meet the eligibility requirements. A term is two school years.
- h. Staggering Membership- Membership will be staggered to assure all members are not having to be elected each year.

3. Principal Role in SBDM Elections: Other than conducting the election for the minority teacher and parent members in the event the school is required to do that, state statute prohibits principals from being involved in school council elections. Principals can assist the teachers or parents if requested to do so with logistics such as opening the building, providing space in the building, and assisting PTA and teachers with communicating election meeting times and dates. Principals should not be involved in setting or monitoring election procedures, nominations, balloting, or counting votes. The principal is the custodian of records for the school, and must keep the official records from the parent and teacher elections for at least three years.

D. REMOVAL OF MEMBERS

1. According to KRS 156.132, the commissioner of education may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.
2. A member of a school council may be removed from the council for cause, after an opportunity for hearing before the local board, by a vote of 4/5 of the membership of the board of education after the recommendation of the commissioner of education pursuant to KRS 156.132. Written notices setting out the charges for removal shall be spread on the minutes of the board and given to the member of the school council. KRS 160.347.

3. Attendance at school council meetings by members is important to the continuity of decision making. A member who is absent three times in a year with no excuse and/or does not notify the chairperson will be removed. The process in Article III. E. will be followed for filling the vacancy for the remainder of the term.

E. FILLING VACANCIES

If a member of the council resigns or is removed from office, another member shall be elected in a special election held not more than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until July 1, and be eligible for re-election.

F. TERMS OF OFFICE

In accordance with KRS 160.345 (2)(b)(1), the terms of teacher members shall begin on July 1 and end on June 30. Between the date of the elections and July 1, members-elect are expected to attend all council meetings.

Parent members shall serve for 2 year terms and appropriate efforts will be made to ensure terms are staggered in odd-even years. Terms shall begin on July 1 of election and extend for two years unless elected to complete a previous term.

ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. ELECTION OF OFFICERS

1. Officers shall include chair and vice chair.
2. The vice chair of the school council shall be elected each July by council members and shall serve for one year. Re-election is permitted.
3. The secretary is appointed by the council and does not have a voting position but attends all meetings and can converse with the council to contribute to the discussion and promotion of business completion.
4. Except for the office of secretary, if a vice chair resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.
5. A motion to seek an alternative model allowing a council member other than the principal to serve as chair may be made by any council member at any regular meeting. A majority vote of the full council is required before an alternative model can be sought by the school council. A faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

B. CHAIR

The principal shall be the chairperson of the school council. Duties of the chair include:

1. Conducting school council meetings;
2. Compiling and distributing the agenda for council meetings;
3. Serving as official custodian of council records;

4. Stating when a consensus is present for the record;
5. Coordinating standing and ad hoc committees;
6. Maintaining a file of all correspondence addressed to the school council (these records may only be discarded after having been brought to two council meetings); and
7. Other duties as described in these by-laws.

C. VICE-CHAIR

Duties of the vice-chair shall include:

1. Presiding over council meetings in the absence of the chair;
2. Calling a special meeting of the council in the event a principal vacancy occurs;
3. Conducting meetings necessary for the principal hiring process to take place.

D. SECRETARY

A council secretary shall be appointed by the council to keep minutes of all council meetings and to maintain council records.

E. COUNCIL MEMBERS

Duties of council members include:

1. Knowing and adhering to the mission, philosophy, and goals of The Academy for Leadership at Millcreek;
2. Attending all council meetings, both regular and special;
3. Encouraging and requesting opinions from their constituencies;
4. Supporting, promoting, and communicating council decisions;
5. Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council.

F. FACILITATOR

In the event an overly sensitive issue is up for discussion or the working relationship of the Chair and the Council would benefit from a neutral party to facilitate a meeting, any Council Person may recommend that a facilitator be sought for the number of meetings the Council deems necessary. The Council would create a prioritized list of possible facilitators ranging from Central Office personnel to outside facilitators who could maintain a neutral persona and maintain an orderly business climate in the meeting.

ARTICLE V. COMMITTEES

A. PURPOSE

1. Standing and ad hoc committees are established to gain input from all stakeholders including certified and classified staff parents, students, and community member.
2. Standing and ad hoc committees shall serve as a council resource for gathering data and information and making recommendations to the school council.

B. APPOINTMENT OF COMMITTEES

1. Standing and ad hoc committees are formed and dissolved by the school council as needed.
2. Standing committees can be dissolved only through the process of amending by-laws.

C. MEMBERSHIP & ELECTION OF CHAIR

1. All certified staff may participate in the shared decision making process at The Academy for Leadership at Millcreek by serving on committees in their areas of interest.
2. Each committee shall consist of representatives from the faculty, support staff, parents, and students.
3. Committee membership will be determined by sign-up sheets in the school and community no later than September. Teachers or parents who volunteer to serve on a particular committee through the sign-up process below shall be considered appointed to the committee.
4. Committees shall elect a chair, vice chair and secretary from their membership at the first meeting. The secretary shall keep the minutes up to date in a notebook for public view in the library.

D. DECISION MAKING

Committee decisions shall be made consensus. In the event that consensus is not possible, a vote will be taken.

E. DUTIES

1. Committees shall carry out tasks assigned to them by the school council.
2. Committees may decide to bring issues of concern or interest to the school council.
3. Committees may research issues, gather school-wide input, or prepare first and revised drafts of school council policies.
4. Committee chairs or their designees will report at each regular council meeting, or as requested by the school council.
5. Committee secretaries shall keep written minutes of the meetings in a notebook placed in the library no later than 10 days after the meeting occurs.

F. MEETINGS

1. Each committee shall choose the time, place, agenda, and schedule for their meetings.
2. Committees must comply with all provisions of the Open Meetings and Open Records laws.

G. STANDING COMMITTEES

The listing of standing committees changed upon revision of the SBDM Policies in the spring of 2015.

Curriculum and Instruction

1. School Improvement Plan Review and Revisions as applicable
2. KDE Program Review Coordination
3. Instructional needs
4. School-wide instructional initiatives review
5. Policy review as requested by council
6. RTI processes and procedures
7. Other duties as assigned by the council/principal

Professional Development

1. School Improvement Plan Review and Revise
2. Discuss school wide professional development needs
3. Coordinate PLC Project for staff development
4. Policy review as requested by the council
5. Other duties as assigned by the council/principal

Budget Committee

1. Recommend budget adjustments.
2. Ensure that the council is kept informed with monthly budget reports.
3. Recommend use of school space ideas (*excluding* specific teacher(s) room assignments) based on needs assessments and other data.
4. Recommend other changes, ideas, and strategies to assigned policies based on needs assessments, data gathering, and research into best practice.

Culture, Wellness, and Resource Committee

1. School Improvement Plan Review and Revise applicable sections
2. Bullying Curriculum/Program Implementation Plan
3. Surveys (staff surveys, Foundations, school safety/culture surveys, etc.)
4. In-School Performances, coordinated with PTA
5. Establish and plan celebrations that include (parties, celebrations, behavior rewards, retirement recognitions, etc.)
6. Policy review as requested by the council
7. Other duties as assigned by the council/principal
8. Collection of staff dues
9. Develop Social Guidelines for staff (dues, events, recognitions)

iii. The SBDM will CHARGE priority areas of the needs assessment to guide the PT3 committee in its identification of action items and programs.

2. Continued need for standing committees will be reviewed and confirmed by the school council at a minimum each September at the regularly scheduled meeting.

ARTICLE VI. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

1. The regular monthly meeting of The Academy for Leadership at Millcreek Council shall be determined by mutual consensus at the first meeting of each council term in July. Council meetings shall be open to

the public. Meetings shall not exceed two (2) hours. If all items on the agenda have not been adequately discussed after this time, the council may decide by motion, second and majority vote to extend the length of the meeting or to place the remaining agenda items on the next month's agenda or on the agenda for a special meeting. Meetings carrying especially sensitive issues will be advertised for nights when more parents might wish to attend.

2. The regular monthly meetings will be held at The Academy for Leadership at Millcreek Library.

3. The principal shall announce the meeting to council, parents, and staff through various media methods at least three days in advance of the meeting. The notice shall include the agenda and the approved minutes of the previous meeting.

B. SPECIAL MEETINGS

If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority of the school council members may call a special meeting. The following steps must be completed by the chairperson when a special meeting is called:

1. Written Notice: Contents. The chairperson shall prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for each meeting. Only the items on the agenda may be discussed.

2. Delivery of Notice. The chairperson shall arrange for the notice to be delivered to each council member, PTA President (Who will pass it onto the PTA Board) and staff person through e mail.

3. Posting of Notice. The notice for the special meeting shall be posted by the chairperson on the school marquee and the banner area on the school website at least 24 hours prior to the time of the meeting.

ARTICLE VII. CONDUCT OF MEETINGS

A. QUORUM

A quorum of the school council shall be a majority (one-half plus one) of the council members and at least one parent must be present. No council business shall be concluded unless a quorum of council members is present. In times when school is not in session, and the Chair has exhausted all avenues to secure a full quorum in a reasonable time, the definition of a quorum for the purpose of consultation in the filling of a specified certified vacancy shall be "one or more members of the school council who are present for the consultation. (revised June 12, 2006)

B. ATTENDANCE AT MEETINGS

Council meetings are open to the public and all interested persons can attend, except for those portions that are conducted as closed session.

C. CLOSED SESSIONS

Definition: A closed session is a portion of a regular or special meeting of the council during which the council members meet in private. The council may meet in closed session for the following reasons: to discuss proposed or pending litigation by or against a council member [KRS 61.810(1)(c)] ; or to discuss

candidates for a principal vacancy or conduct consultation in filling other vacancies [KRS 61.810(1)(f)]. Before a closed session can be conducted, the following steps must be taken:

1. **Announcement: Contents.** An announcement of the general nature of the subject to be discussed and the specific section of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in council minutes.
2. **Motion.** The motion to go into closed session must be made, passed by a majority of council members present, and recorded in council minutes.
3. **Closed Session.** During the closed session, only the business stated in the announcement can be discussed, and no action may be taken. No minutes are to be taken in closed session. If the council secretary is not a council member, the secretary shall not enter the closed session. Details discussed in closed session shall not be discussed outside the closed session.
4. **Decision.** After full discussion of the issue in closed session, the council must return to open session where it may take any official action on the matter. Any actions taken must be recorded in council minutes.

D. MATERIALS PRESENT AT COUNCIL MEETINGS

The chairperson and secretary shall provide:

1. The folder containing all items submitted for inclusion on the agenda.
2. The folder containing all correspondence addressed to the council that he or she has received.
3. Monthly financial report.
4. Lists of applicants for vacant positions.
5. The council secretary shall bring the binder that he or she uses to maintain copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes. All council members shall bring their binders containing copies of the council's by-laws, policies, and school plan.

E. AGENDA

1. Anyone may submit items for inclusion on the agenda to the chairperson/principal in writing one week prior to a regularly scheduled council meeting. All items shall include accompanying materials such as supporting data, student achievement data, and research to back up the proposal or examples of best practice from other schools. The principal shall maintain a complete file of these items.
2. The chairperson shall prepare a preliminary agenda for each regular council meeting, including items submitted in writing for inclusion by the public, staff, parents, other council members and other items he or she believes should be on the agenda. The chairperson may declare an item received as not within school council authority.
3. Each agenda shall include the following items:

Item 1: Setting of the final agenda for the current meeting.

Item 2: Review and approval of previous meeting minutes.

Item 3: An opportunity during the course of the meeting for school community persons to address the school council.

Item 4: Other items submitted.

4. The preliminary agenda shall be distributed to all staff members, school or community persons who submitted items in writing for inclusion three (3) days prior to the meeting.

5. Setting of the final agenda shall be the first order of business conducted at each regular council meeting, and council members may introduce issues for inclusion on the current agenda at that time. The agenda shall be approved by motion and vote of the council. At a special called meeting, only the items listed on the notice of meeting can be discussed and no new items can be introduced for discussion or inclusion on the agenda.

F. DISCUSSION OF AGENDA ITEMS

1. Each agenda item shall be fully discussed by the school council before a decision is made. Each council member shall be given an opportunity to express his or her opinion on the item.

2. Other persons attending the meeting shall be provided the opportunity to offer input on any items under consideration through the following procedure:

1. A public input sheet will be made available at the beginning of the meeting for persons to indicate their interest in speaking on an item.

2. The item will be presented for consideration.

3. Depending on the number of speakers addressing a particular item, a time limit of between two and five minutes will be imposed on each speaker unless waived by a majority vote of the council members present.

4. The chair or facilitator will monitor input and call on speakers from the public input sign in sheet.

5. The council will discuss the item and take appropriate action.

6. Action may be to agree to enact an item, reject an item or refer the item to a standing or ad hoc committee for further study as deemed necessary by the council.

G. DECISION MAKING PROCESS

1. Unless otherwise specified by these by-laws, the school council shall use parliamentary procedures as specified by Robert's Rules of Order.

2. All business and decisions of the school council will relate to the schools mission and purpose to improve the instructional program and/or further the goals in the school's current Consolidated Plan.

3. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study.

4. All decisions and policies officially adopted by The Academy for Leadership at Millcreek Council will be reported to the board of education and superintendent through submission of approved council minutes to the SBDM district coordinator and school director.

5. The school council will make decisions by consensus except as otherwise designated in the by-laws using the following guidelines:

a. A motion and a second are made.

b. After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.

c. The chair will ask whether any member disagrees with that statement.

d. If all members agree, the decision will be recorded as a unanimous decision in the council minutes.

e. If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the second suggestion of consensus fails.

H. ALTERNATIVE TO CONSENSUS

When a second suggestion of consensus fails, the council may by majority vote determine to:

1. Vote to reject the issue;

2. Vote to send the issue back to a committee;

3. Form an ad hoc committee to study the issue further (the motion on this vote shall include a regular meeting date when the council will hear from the committee), or

4. Decide the issue by majority vote of the council.

I. CRITERIA FOR MAJORITY VOTE

A majority vote of the council shall be taken after consensus fails two times if the issue meets the following criteria:

1. The issue involves the selection of a new principal: the council shall vote and the candidate receiving the majority shall be selected.

2. The issue involves the number of persons to be employed in each job classification, the textbooks to be purchased, or the budget for or purchase of student support services;

3. The issue is whether to continue to meet for longer than two (2) hours.

4. The federal or state government or the district board of education has set a deadline by which the school council must make a final decision and that deadline will occur before the next regular council meeting.

5. The members of the council cannot agree by consensus to decide the issue at a special meeting and a majority of the council members wish to decide the issue by a majority vote. When the above exceptions do not apply and consensus cannot be reached, the issue may be placed on the agenda for

the next regular meeting or special meeting and the decision may be made at that meeting by majority vote of the council. When voting, any abstention is counted with the majority vote

ARTICLE VIII. MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES KEPT AND APPROVED

1. Minutes shall be kept for each meeting of the school council.
2. The minutes shall reflect an accurate record of actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.
3. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes kept on file for public inspection and filed in the council's policy manual.
4. The minutes of the school council shall not be official until they are reviewed and approved by the council.
5. A summary of the council meeting will be emailed to certified and classified staff within 72 hours of the adjournment of the meeting.
6. A copy of the minutes will be emailed to parent council members with the agenda packet three (3) days prior to the next meeting for their review.
7. The principal will post the minutes and agenda to the schools' official website within one month of the meeting and keep an official copy on file in the school.

B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION

The following are official documents that must be kept on file for public inspection in the front office.

1. School Council Minutes and Agendas;
2. Committee Minutes and Agendas;
3. Consolidated Plan (State Assessment Scores, Needs Assessment);
4. School Council Policies and By-Laws;
5. School Council Budget Documents not in the School Plan;
6. School Council and Committee Membership Lists; and
7. Official correspondence.

C. REQUESTS FOR COUNCIL RECORDS

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records shall be 10 cents per copy unless the request is for the Consolidated Plan document.

3. The fee for a copy of the Consolidated Plan document shall be the school's cost for one copy, as per printing records.
4. The requested records must be provided to the person making the request within three business days (The attorney general ruled in 01-ORD-94 (May 2001) that the only days that are excluded are legal holidays and weekends. As a result, the fact that a school may be closed over the winter holidays or spring break and no one is in the office does not prevent the clock from running on the three-day response requirement.)
5. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.
6. School council records will be available for inspection during the hours the school is open (est. 7:30 a.m. - 3:00 p.m.)
7. The custodian of records for the school shall be the principal, and the principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered in this policy, in compliance with state guidelines and requirements.

D. POLICY DEVELOPMENT

1. In order to ensure compliance with all federal and state laws, policies of the Council will be reviewed by the District SBDM Coordinator and the District lawyer.
2. Current board policies and administrative rules and regulations will apply to the operation of The Academy for Leadership at Millcreek School unless an SBDM policy is written and adopted.
3. The Council will review by-laws and each policy on a schedule for review at least once a year.
4. Council policies may be adopted after a first reading if the second reading is waived by consensus or, failing consensus, a majority vote of the council members present.
5. Procedures for writing policy will be to assign the topic to the appropriate committee that will research the topic, possibly to include examining other schools' policies or receiving wider staff or parent input through surveys. A proposed policy will be recommended to council. Council may then 1) adopt the policy, 2) amend and adopt the policy with changes, 3) bring it back for more discussion or opportunity for input and second reading, 4) send it back to committee for more research, revision or public input, or, 5) reject the policy completely.
6. Recommendations for revisions to current policies, or new policies coming from public input shall be assigned to a committee to follow the Policy Development procedures.

ARTICLE IX. APPEALS

A. REQUEST

For a qualified person (s) (employee, parent, student) 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. SCHEDULE

A council shall schedule a hearing within thirty (30) working days form the date the request is received. The person appealing shall be informed of the hearing by registered letter.

C. HEARING

The person appealing may be represented by legal counsel and may call witnesses as long as the testimony is germane to the issue.

D. DECISION

The council shall consider the merits of the complaint, make a decision, and respond to the complaint in writing.

E. REPORT

A copy of the written grievance or appeal, and a written reply by the council shall be provided to the Elementary Director with ten (10) working days of the council's decision.

ARTICLE X. AMENDMENTS

A. AMENDMENTS TO COUNCIL BY-LAWS

These by-laws may be amended by the council after a first and second reading at two consecutive council meetings by majority vote of the school council unless council waives first reading.