

# SCHOOL-BASED DECISION MAKING

# BYLAWS

## Southern Elementary School

340 Wilson Downing Road  
Lexington, Kentucky 40517

Date Adopted: April 28, 2014

Date Reviewed or Revised: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_

*A copy of SBDM By-Laws and all SBDM policies can be found on the school website: [www.southernelem.fcps.net](http://www.southernelem.fcps.net)*

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### SBDM Council By-Laws

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**Southern Elementary School  
Lexington, Kentucky**

**SCHOOL-BASED DECISION MAKING COUNCIL  
BYLAWS**

**MISSION STATEMENT**

The Southern Elementary School-Based Decision Making Council will set policy and make decisions designed to ensure Proficiency for all Students in Academics, Behavior, & Character.

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# Southern Elementary SBDM COUNCIL BYLAWS

## I. COMPOSITION AND TERMS

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### A. COMPOSITION OF THE COUNCIL

The council will consist of the principal, three teacher members, and two parent members. If the minority enrollment at the school was eight percent or higher on the October 1 preceding the start of a new council term, the council will also include at least one minority member.

### B. TERMS

Terms of council members will be one year, beginning July 1 and ending June 30 of the following year. Teachers and parent council members are allowed to seek re-election to serve consecutive terms as long as they are eligible.

### C. LEAVE OF ABSENCE

Leave of absence for a council member will not be granted.

## II. ELIGIBILITY AND ELECTIONS

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### A. TEACHER ELECTIONS

1. Teacher Qualifications
  - a. All certified teachers in the building are allowed to vote in the teacher election.
  - b. To be elected to the council, a teacher must hold a position at the school that requires certification but may not hold the position of principal, professional staff assistant, or other administrative position.
  - c. Teachers will be elected by a majority of teachers in an election conducted by teachers.
2. Teacher Election Chair(s)

At one of the regularly called April or May faculty meetings, the teacher representatives of the council will request that teacher elections be included on the agenda. At this meeting the teachers present will select the Teacher Election Co-Chairs to run the teacher elections. The Co-Chairs will be chosen from among those teachers who do not intend to run for the council that year. The teacher representatives of the council will give the names of the selected Teacher Election Co-Chairs to the council no later than the May council meeting. Their names will be recorded in the May minutes.
3. Teacher Election Co-Chairs Responsibilities
  - a. The Teacher Election Co-Chairs will hold the teacher election before May 15th. The Chairs will be responsible for running the election including following the guidelines and notifying the teachers of the date, place, and time of the teacher elections.
  - b. The council will provide the Teacher Election Co-Chairs with guidelines to run the election. (See Attachment A)

### B. PARENT ELECTIONS

1. Role of Parent-Teacher Association

The PTA will develop procedures for and conduct the Parent election.
2. Parent Qualifications

A "parent" means a parent, stepparent, or foster parent. Guardians also qualify as parents if the student lives with them and they have a court order giving them legal custody. A parent council member will be the parent

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of a student pre-registered to attend the school during the parent's term of council service. Three groups of people may not serve on the council as parent representatives:

- a. Employees of Southern Elementary School or their relatives (mother, father, brother, sister, son, daughter, husband, wife, aunt, uncle, son-in-law, or daughter-in-law).
- b. Employees in the IAKSS administrative offices or their relatives (mother, father, brother, sister, son, daughter, husband, wife, aunt, uncle, son-in-law, or daughter-in-law).
- c. Members of the Board of Education or their spouses.

3. Parent Elections

The parent elections will take place no later than May 15<sup>th</sup>. The parents of all children pre-registered to attend the school during the next year may vote. The PTA will determine how the election will be run. The school office staff will assist the PTA in notifying parents of the election schedule. They will notify the current council of those elected not later than five school days after the election.

## C. MINORITY REPRESENTATION

1. A minority parent and an additional teacher will be elected, if the council formed (including the principal) after both teacher and parent elections does not have a minority member, **and** the school had eight percent or greater enrollment of minority students as of the previous October 1.
2. Minority members must be 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 underrepresented in the school.
3. The Teacher Election Co-Chairs will be responsible for organizing the minority teacher election and the PTA will be responsible for organizing the minority parent election as follows:
  - a. Following the general elections, if a minority member was not elected, the PTA will organize a special election to elect a minority parent to the council. This election will be organized no sooner than ten and no later than twenty school days after the election (teacher or parent) which came last. The office staff will help notify all parents of the date, time, and location of the election. The notice will call for nominations of minority parents for the ballot. Minority parents for this ballot must meet the qualifications for parent members as outlined in subsection B of this section. At the election, parents may nominate additional minority candidates. The candidate receiving the most votes will be elected. In the event of a tie vote, a run-off will be held.
  - b. Following the general elections, if a minority member was not elected, the Teacher Election Co-Chairs will call a meeting of all teachers in the building. This meeting will be called within seven school days after whichever election (teacher or parent) came last. The teachers will elect one minority teacher to serve as an additional teacher member on the council. If there are no minority teachers who are members of the faculty an additional non-minority teacher will be elected. If there are minority teachers on the faculty, but they decline to serve, then no additional teacher will be elected. The election will be conducted using the procedures listed in subsection A of this section.

## D. VACANCIES DURING A TERM OF OFFICE

1. Notice of Vacancy

When either a teacher or parent vacancy occurs in the middle of a term, a new member will be elected to complete that term. The principal will send out a notice via email to teachers or post a notice in the front hall/office - a place readily accessible to parents stating that there is a vacancy and including the text of this subsection of the bylaws. The principal will also communicate this information to the president of the PTA. These steps will be taken within one school day after the principal learns of the vacancy.

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2. Election to Fill a Teacher Member Vacancy  
Within ten school days of the vacancy, the Teacher Election Co-Chairs selected the previous March, will use the procedures established to conduct a teacher election to fill the vacancy.
3. Election to Fill a Parent Member Vacancy  
The president of the PTA will call an election to be held not less than ten or more than twenty school days after the vacancy occurs. The procedures described in subsection B of this section will be used.
4. Election to Replace a Minority Parent Member  
The PTA will implement the procedures described in subsection C of this section.
5. Election to Replace an Additional Teacher Member  
The Teacher Election Co-Chairs will implement the procedures described in subsection C of this section.

### **III. COUNCIL TRAINING**

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#### **A. NEW MEMBERS**

A member elected for the first time will complete a minimum of six hours of training in the process of school-based decision making no later than thirty (30) days after the start of his or her term. He or she can get that training any time between the date elected and the 30-day deadline. This training must be provided by a person endorsed by the Kentucky Department of Education.

#### **B. EXPERIENCED MEMBERS**

A member elected who has served on a council previously will complete at least three hours of training in the process of school-based decision making no later than one-hundred-twenty (120) days after the start of his or her term. This training may be obtained up to a year before the 120-day deadline. This training must be provided by a person endorsed by the Kentucky Department of Education. Experienced members may get training credit by attending any of the approved SBDM training workshops offered by endorsed trainers.

#### **C. MID-YEAR VACANCIES**

Members who are elected to fill a vacant position in the middle of the year will complete the required training no more than thirty (30) after they are elected. This training must be provided by a person endorsed by the Kentucky Department of Education.

#### **D. REPORTING**

By November 1<sup>st</sup> each year, the principal will ensure that names, addresses, and the training completed of each council member is reported to the Kentucky Department of Education.

### **IV. STANDARDS OF CONDUCT**

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#### **A. ATTENDANCE**

Members of the council will attend all council meetings. If a member is unable to attend a meeting, he or she will notify the Chair of the Council. If a member is unable to attend on a consistent basis, the Chair of the Council will contact the member to consult and to discuss the possibility of resignation. A member who has three unexcused absences from council meetings will resign.

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## **B. CONFLICT OF INTEREST**

No one may serve on a school council who has a conflict of interest pursuant to KRS 45A [KRS 160.345(2)(a)]. A member who discovers a business or financial interest (not covered by KRS 45A) which may cause the appearance of impropriety should refrain from participating in any discussions or decisions involving those interests.

## **C. ONGOING ELIGIBILITY**

Any member who ceases to be eligible to serve on the council will resign.

## **D. IMPROPER MEETING**

Council members will not meet to discuss council business in a group that constitutes a quorum without following the procedures for scheduling a meeting of the full council in accordance with the Open Meetings Law and described in Section VI of these bylaws.

## **E. INTENTIONAL INTERFERENCE WITH SCHOOL-BASED DECISION MAKING**

No member of the council will intentionally engage in a pattern of practice which is detrimental to the successful implementation of or which circumvents the school-based decision making process.

## **V. REMOVAL OF MEMBERS**

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A member who violates the standards of conduct and does not submit a written letter of resignation to the council could be reprimanded or removed in one of the following ways:

### **A. COMMISSIONER'S RECOMMENDATION**

The Commissioner of Education can recommend removal for immorality, misconduct in office, incompetence, and willful neglect of duty or nonfeasance. The local board of education then holds a hearing into the charges to decide whether removal is warranted.

### **B. OFFICE OF EDUCATION ACCOUNTABILITY**

The Office of Education Accountability (OEA) can investigate claims of intentional interference with school-based decision-making. If the OEA cannot resolve the issue, it is forwarded to the Kentucky Board of Education, which holds a hearing to determine whether the charges are valid. The first time the Kentucky Board finds a person guilty of such interference, the person will receive a reprimand. The second time, the person can be removed from office.

## **VI. MEETINGS**

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### **A. ALL MEETINGS**

1. Council meetings will comply with the requirements of the Open Meetings Law. (See Attachment B)
2. Council meetings will be open to the public unless the council goes into closed session under the provisions of the Open Meetings Law as outlined in subsection D of this section.

### **B. REGULAR MEETINGS**

1. At the first council meeting on or after July 1<sup>st</sup> each year, the council will designate a regular meeting date, time, and place for the year.

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2. The principal will provide teachers with a copy of the regular meeting schedule and in the front hall/office - a place regularly accessible to parents. He or she will use any other methods deemed appropriate to make the schedule readily available to the public i.e. webpage.

### **C. SPECIAL MEETINGS**

1. Any meeting not at the regular meeting time or place is a special meeting.
2. A special meeting of the council may be called by the chairperson or by a majority of council members.
3. Any special meeting of the council will comply with the requirements of the Open Meetings Law; therefore, the following steps will be taken:
  - a. Written Notice The person or persons calling the meeting will prepare and sign a written notice that states the date, time, and place of the special meeting and an agenda for the meeting. Only issues listed on that agenda may be discussed at the special meeting. Items may be subtracted from that agenda before approval at the meeting but they cannot be added or revised.
  - b. Delivery Of Notice The person or persons calling the meeting will arrange for the written notice to be delivered to every council member and to any media organization that has made a written request to be notified of council meetings. The delivery can be made ONLY by hand, fax, US mail, or email. The notice will arrive at least 24 hours before the time set for the meeting.
  - c. Posting Of Notice The notice will 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 will be posted as soon as possible after the meeting is called, but definitely no less than 24 hours before the meeting will be held.

### **D. CLOSED SESSIONS**

The council may go into closed session only to discuss hiring personnel, or actual or pending litigation. The following procedures will be followed to go into a closed session:

1. A motion will be made and a vote taken that the council go into closed session to discuss individual applicants for hiring under KRS 61.810(1)(f) or litigation under KRS 61.810(1)(c). (See Attachment B)
2. The motion and results of the vote including the statute number allowing the closed session will be recorded in the council minutes.
3. Only the topic announced in the open session motion may be discussed in the closed session.
4. No council action may be taken in a closed session.
5. The council will return to open session to make any decisions.
6. The decisions will be recorded in the council minutes.

### **E. PUBLIC INPUT**

1. Every agenda will include a public comment item.
2. Public input may be informal with the chairperson calling on persons who wish to speak.
3. If more than several people wish to speak, the chairperson will have the option of setting time limits for speakers based on the time allotted for this item, the number wishing to speak, and any extra time left on the agenda; or if the agenda will run over, by consensus of the members present to continue.

## **VII. AGENDAS**

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### **A. AGENDA REQUESTS**

Anyone may submit items for inclusion on the agenda to the chairperson. Items must be submitted no later than ten school days before a scheduled meeting.

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## **B. PRELIMINARY AGENDA**

The chairperson will prepare a preliminary agenda marked as such to be sent out via email and distributed to all council members at least five (5) school days before each regularly scheduled council meeting. Each preliminary agenda may include the following items:

1. Opening Business
  - a. Approval of the Agenda
  - b. Approval of the minutes of the previous meeting
  - c. Celebrations
  - d. Public Comment
2. Student Achievement / School Improvement Planning Report
3. Budget Report
4. Other Committee Reports
5. Bylaw or Policy Report or Review
6. New Business
7. List of items submitted but not on the agenda and their disposition (as needed)

## **C. APPROVAL OF AGENDA**

At the beginning of each regular council meeting, the council will approve an agenda for the meeting. Items on the preliminary agenda may be added, deleted, or modified at this time.

## **VIII. RECORDS**

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### **A. OFFICE COPIES**

At least one notebook of council records will be maintained and made available in the school office as part of normal operations. This notebook will contain copies of the council bylaws, all council policies, council minutes for the current year, the current council budget, and the current School Improvement Plan.

### **B. OPEN RECORDS REQUESTS**

The principal will be the official records custodian and will make the notebooks of council bylaws, policies, minutes, budgets, current SIP, and other council records available in response to written requests. A fee set by the Board of Education may be charged to cover copying costs other than staff time to make the copies in accord with the provisions of the Open Records Law. Persons who want copies of documents in the council binder will give the principal a written request.

### **C. OFFICE COPIES**

All council records will be maintained in the school office in accordance with the State Archives Records Retention Schedule (725 KAR 1:030). (See Attachment C)

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## **IX. COUNCIL OFFICERS AND DUTIES**

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### **A. CHAIRPERSON**

The principal will serve as the chairperson of the council. The chairperson will preside at all council meetings and carry out all other specific council duties as assigned by these bylaws.

### **B. VICE-CHAIRPERSON**

The vice-chairperson will be chosen by consensus from within the council membership. The vice-chairperson will act as chairperson in the absence of the chairperson. The vice-chairperson may also serve as the chairperson for the council should the process of selecting a new principal become necessary. (See Attachment D)

### **C. RECORDER**

1. The chairperson of the council will appoint a recorder for the council. The recorder will not be a member of the council.
2. The duties of the recorder will be to:
  - a. Take minutes at each council meeting that include an accurate record of all motions made and all decisions or actions taken.
  - b. Type, copy, and distribute the draft minutes, marked as such, to each member of the council and email a copy to staff & parents. This will be done within five school days after each meeting.
  - c. Make copies of the final approved minutes for the notebook in the office and send copies to all council members. This will be done within five school days following the meeting at which the minutes were approved.

## **X. COMMITTEES**

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### **A. USE OF COMMITTEES**

Committees will be used to support and to accomplish tasks of the council.

### **B. COMMITTEES POLICY**

The council will adopt a committees policy to facilitate the participation of interested persons. The policy will include the number of committees, their jurisdiction, their composition, and the process for membership selection.

## **XI. DECISION-MAKING**

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### **A. QUORUM**

A majority (more than half) of the members, including at least one parent member, will constitute a quorum. A quorum must be present for the council to take action.

### **B. COUNCIL RESPONSIBILITIES**

The council will make no decisions on issues that are not under their jurisdiction by law. The following issues are under the purview of the School-Based Decision Making Council:

1. School Improvement Planning
2. School Safety Plan
3. Ungraded Primary Program (Elementary)
4. Assessment Data Analysis, including results of Program Reviews

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5. Achievement Gap Targets
6. Professional Development
7. Spending on textbooks, instructional materials, student support, and staff (including determination of the number of persons to be employed in each job classification)
8. Consultation before the principal selects people to be hired (See Attachment F)
9. Selection of a new principal (See Attachment D)
10. Adopting policies in the following areas:
  - a. Curriculum
  - b. Instructional and Non-Instructional Staff Time Assignment
  - c. Student Assignment
  - d. School Day and Week Schedule
  - e. School Space Use
  - f. Instructional Practices
  - g. Discipline and Classroom Management
  - h. School Emergency Management Plan Policy
  - i. Enhancing Student Achievement
  - j. Extracurricular Programs
  - k. Alignment with State Standards
  - l. Consultation
  - m. Wellness
  - n. Parent Engagement
  - o. Program Appraisal
  - p. Technology Use
  - q. Writing
  - r. OTHER: Policies not required by law but considered best practice and/or recommended by the local district.

### C. CONSENSUS

1. The council will operate by consensus decision-making using the following procedures:
  - a. Only decisions that have an immediate deadline or will have very limited impact on the school will be made without a committee recommendation.
  - b. All council members who choose to do so will be given a chance for input on issues requiring a consensus decision.
  - c. If council input and discussion reveal significant concerns or ambiguities related to an issue, the council's normal practice will be to give or return the issue to a committee for further work. Exceptions may be made for urgent timelines or pressing concerns.
2. After council input and discussion, any member may make a motion to accept a proposal. If the proposal being considered is in writing, the motion may be made verbally. If the proposal has not been presented in writing or the member making the motion wants to propose one or more amendments, he or she will write down the motion, read it to the council, and hand the written motion to the recorder for inclusion in the minutes.
3. The chair will then ask if there is further discussion.
4. When that discussion is complete, the chair will test for consensus by asking if there is consensus for approval of the motion. Any member who is not willing to support the motion is obligated to say so at this time. Members who support the motion will indicate by word "I" that they believe there is now a consensus.
5. If no member states unwillingness to support, the chair will direct the recorder to record that consensus has been reached and the motion has passed.

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## **F. CONSENSUS FAILURE**

1. Council voting will be done only when the council must have a decision, consensus has failed, and one or more of the following conditions exist:
  - a. When the council will otherwise be unable to meet a legal deadline by which the council is required to have made a decision, or
  - b. When the council has failed to reach consensus at a second meeting for that purpose.
2. At the first meeting where an issue is discussed, if the chair test for consensus but consensus is not reached, the council may postpone further consideration until the next meeting or continue to discuss the issue. After testing for consensus on a proposal three times in one meeting, the chair may direct that the proposal be taken up again at the next meeting unless one of the conditions for voting applies.
3. If the council takes up an issue at a second meeting and is still unable to reach consensus, the council will consider alternative steps, including but not limited to:
  - a. Asking a committee to bring the council a new proposal on the issue.
  - b. Doing nothing and dropping the issue.
  - c. Voting.

## **E. ADOPTION OF POLICIES**

1. Policies are defined as written documents that establish rules, procedures, guidelines, standards, or principles to guide decision-making in various situations.
2. To be officially adopted, a policy will have a reading at two different council meetings.
3. Adopted policies are binding until the council amends them.

## **F. BYLAWS AMENDMENT**

The council may amend these bylaws as needed. All motions to amend the bylaws of the council will be submitted in writing. No decision on a motion to amend the bylaws will be made until after the topic has been on the agenda for two meetings and has had two readings.

## **G. APPEALS OF COUNCIL DECISIONS**

The District Board of Education has established a process of appeals of council decisions.

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## **XII. ATTACHMENTS**

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- A. TEACHER ELECTION**
- B. OPEN MEETINGS LAW OVERVIEW**
- C. RECORDS RETENTION SCHEDULE**
- D. PRINCIPAL SELECTION**
- E. COMMITTEES**
- F. CONSULTATION**

# Teacher Elections

(Attachment A)

Teacher representatives to the council are elected by the teachers, following these election procedures:

## **STEP 1:                   SETTING THE STAGE**

A helpful starting point is the council bylaws. Be sure that the bylaws stipulate that current teacher council representatives should ask for teacher elections to be put on the agenda of a regularly scheduled faculty meeting in March. The current reps should also be responsible for reporting the outcome of this meeting to the council for recording in the minutes.

## **STEP 2:                   TEACHER ELECTION CHAIRS**

Prior to May 15<sup>th</sup> and at a regularly scheduled faculty meeting, the teachers present should select two Teacher Election Chairs from among the teachers who do not intend to run for the council that year. Teachers should be told that the selected chairs will be totally responsible for running the election and that the election must be held by May 15<sup>th</sup>. The current teacher council members should give the names of the teachers selected to be Election Chairs to the council no later than the May council meeting. The names should be recorded in the minutes.

## **STEP 3:                   PREPARING FOR THE ELECTION**

- a. The Election Chairs should notify the teachers that by May 15<sup>th</sup> any teacher who is willing and able to run should give them a signed letter of intent simply saying they want to run.

The notice *should* include the deadline for turning in the letter of intent, and the following information:

- By law, teacher council members must hold a position at the school that requires a state certificate but not the position of principal, professional staff assistant, or any other administrative position, and they must be elected by a majority of the teachers.
- A teacher who has never served on a council before will be considered a new member and must obtain 6 hours of training no later than 30 days after the start of his or her term.
- A teacher who has previously served on any school council will be considered an experienced member and must receive 3 hours of training no later than 120 days after the start of his or her term.
- Elected council members should plan to attend all regularly scheduled council meetings as well as any special called meetings.

## Teacher Election (continued)

- b. The Election Chairs should set the date, time, and place for the election as soon as possible to give teachers ample notice. The Election Chairs should notify teachers of the upcoming election and send emails to remind them of the particulars. For example, an email could read:

**Notification of Elections for SBDM Teacher Representatives. The election will be held on *(date)* at *(time)* in the *(place)*.**

- c. At least five school days before the scheduled election, the Election Chairs should prepare a sample ballot that includes the following:
  - The date, time, and place of the election.
  - An alphabetical list of the teachers who are running for election.
  - A reminder that attendance by everyone is important since a teacher must have a majority vote of the teachers in the school to be elected.

## STEP 4: THE ELECTION

- a. Each teacher who comes to the election meeting should be given a ballot listing the same names as those on the sample ballot. They should be told to vote for the number of seats that are vacant.
- b. The Election Chairs should collect the ballots and count them in the room, announcing the results before the teachers adjourn. Any person receiving a majority vote on this ballot will serve as a council member in the coming year.
- c. If not enough candidates receive majority votes then a run-off election should be held to fill the remaining council seats. This should be done during this same election meeting. The Election Chairs should remove from the ballot the name of any person already elected with a majority vote and the name of the person who received the fewest votes. Using this amended ballot, the teachers should vote again for the number of persons needed to fill the remaining vacancies. Any person receiving a majority of votes should be deemed elected. This process of removing the bottom vote-getter should be repeated as many times as necessary to elect candidates by majority to all open positions.

## STEP 5: THE LAST STEP

A good relationship-building idea is for the Teacher Election Chairs to invite the new council members to attend the June meeting with them to be introduced.

Note: Any person who is certified for their position in a public school in Kentucky can vote in the teacher elections with the exception of principals, professional staff assistants, or other administrative positions. Don't forget to remind your counselor, speech pathologists, OT, PT and media specialist that they can nominate, run and vote.

# KASC OPEN MEETINGS LAW BASICS

(Attachment B)

Kentucky's Open Meetings Law protects the right of the general public to know what public agencies are doing. It applies to councils and their committees.

## THE OPEN MEETINGS LAW APPLIES TO EVERY PUBLIC AGENCY, INCLUDING:

1. Bodies created pursuant to statute (councils and maybe committees).
2. Entities appointed by public agencies (definitely committees).
3. A variety of other types of entities.

## THE OPEN MEETINGS LAW APPLIES WHENEVER:

1. A majority is present.
2. Public business is discussed (even if no action taken).

### REGULAR MEETINGS:

1. are held at dates and times on a regular meeting schedule.
2. are listed on regular meeting schedule that is "available to the public." (There are many ways to make the schedule available.)

### SPECIAL MEETINGS:

1. are held at dates or times not on regular meeting schedule.
2. are called by chairperson or majority.
3. require a written notice that states date, time, place, and agenda (agenda cannot be added to during meeting).
4. require that the notice be:
  - sent to all members by fax, mail, email or hand delivery 24 hours in advance.
  - posted at your location and meeting location by fax, mail, or hand delivery 24 hours in advance.
  - sent to media by fax, mail, email or hand delivery 24 hours in advance if they have asked to receive it.

## OPEN SESSION

1. Every part of every regular meeting and every special meeting must be open to the public,
2. Except for those parts when a closed session is allowed and properly called.
3. All council and committee decisions must be made in open session.

## CLOSED SESSION

1. A closed session is allowed:
  - to discuss actual or potential litigation under KRS 61.810(1)(c).
  - to discuss appointment of individuals under KRS 61.810(1)(f).
  - for other reasons that apply to other agencies but don't come up for councils.
2. A closed session must be called by:
  1. announcing a need for closed session and
  2. providing general description of issue to be considered and
  3. identifying statutory section that allows it and
  4. obtaining a motion to go into closed session and
  5. obtaining a majority vote.
3. During a closed session, the council or committee can only discuss the issue described.
4. The council or committee must return to open session before taking any action.

## MINUTES

1. Must describe motion and outcome (description of discussion is optional).
2. Need to be approved (after any needed amendments) at next meeting.
3. Must be available to public immediately after next meeting.

# RECORDS RETENTION SCHEDULE

(Attachment C)

**STATE ARCHIVES AND RECORDS COMMISSION**

Public Records Division

Kentucky Department for Libraries and Archives

**PUBLIC SCHOOL DISTRICT**

Schools, Pre School-12

School-Based Decision Making Council

Schedule Date: December 10, 1998

Record Title and Description	Retain at Agency (years)	Disposition Instructions
SBDM Council Minutes	P	Retain
SBDM Council Committee Minutes	P	Retain
Teacher Council Member Election Records	3	Destroy
Parent Council Member Election Records	3	Destroy
SBDM Council Meeting Announcement	3	Destroy
SBDM Council Committee Meeting Announcement	3	Destroy
SBDM Council/Committee Meeting Notification	1	Destroy
Official Correspondence	P	Retain with Council
General Correspondence	5	Destroy
Budget Allocation to Council	P	Retain
Budget Expenditure Report	3	Destroy after audit
School Council By-laws	P	Retain
Annual School Improvement Plan	5	Destroy
School Council Policy Appeals	5	Destroy
Request for Waiver of Board Policy	5	Destroy
SBDM Council Policy	P	Retain
Request for Professional Development	3	Destroy
Annual School Report	P	Retain
Annual Financial Audit Report	P	Retain

P=permanent

For a complete copy of the Records Retention schedule, go to:

<http://kdla.ky.gov/recmanagement/schedules/kypubschooldistrict.pdf> (scroll to pages relevant to SBDM).

# Principal selection (Attachment D)

## Preparation

When the council learns that the school needs to hire a principal, they will:

1. Meet with the superintendent or designee (who will replace the principal as chair of the council) and review the Best Practices for Principal Selection document available on the Kentucky Association of School Councils website.
2. Select a trainer of their choice to deliver training in recruitment and interviewing techniques. The council Vice-Chair (or designee) will arrange for this training on a date agreed upon by the council and call a special meeting of the council for this purpose with “Principal Selection Training” as the agenda.
3. Distribute copies of this policy to all members before the scheduled training and send a copy to the trainer who will be providing the selection training.

## SELECTION PROCESS

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The council will:

1. Design and carry out processes to get stakeholder input on what traits will make the best leader for this school. Stakeholder input will involve but not be limited to faculty and staff, parents, and students (where appropriate).
2. Call a special meeting of the council and meet in open session to:
  - a. Discuss the process and the timeline for receiving applications, and other steps in the hiring process.
  - b. Develop a set of criteria for a strong candidate using the stakeholder input plus council members’ ideas. The council will aim for a list of about 10 criteria. These criteria will not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.
  - c. Use the criteria they have developed to write standard interview questions that fit those criteria and which will be asked of all candidates in in-person interviews.
  - d. Decide on other methods to use to gather information about the candidates. The methods may include (but not be limited to) some or all of the following: applications and résumés, references, applicant portfolios, open forums, and written responses to hypothetical work-related challenges.
3. Call a special meeting of the council and meet in closed session to:
  - a. Review all applications and written references and select applicants to interview.
  - b. Determine if information in the written applications and résumés points to any specialized questions that should be asked of a particular applicant and develop those questions if necessary.
4. Schedule interviews with each applicant who has been selected to be interviewed.
5. Conduct each interview in a special called meeting in closed session during which:
  - a. All the standardized questions will be asked in the same order for every candidate.

- b. Any specialized or follow-up questions will be asked after the standardized questions.
  - c. A discussion will be held immediately following each interview about how well the applicant meets the criteria.
6. Hold closed session discussion of the merits of all applicants and work toward consensus on the final selection.
  7. Keep all closed session discussion confidential.

### SELECTION of the new principal

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After all information is gathered, the council will:

1. Meet in open session to vote for the final selection of a new principal.
  2. Ask the superintendent to complete the hiring process.
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# Consultation

(Attachment F)

## PROCEDURES

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For each vacancy (with exception of the principal vacancy) the following procedures will be followed:

- No more than thirty days after the vacancy occurs, the principal will establish an interview committee. The participants may consist of the entire council and additional people, but, if possible, at least one teacher and one parent will be council members. Additional members may include people who will work with the person to be hired or others as the principal deems fit.
- The interview committee will allow the Principal to establish a set of criteria for a strong candidate. These criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.
- Based on the criteria, the committee will allow the Principal to develop a set of standard interview questions to be used for all interviews.
- The principal (or designee) will review applications and references and determine which applicants will be interviewed based on which applicants best meet the set of criteria. The principal (or designee) will establish an interview timeline and invite selected candidates for an interview.
- The interview committee will meet in closed session to interview the applicants who have been scheduled by the principal (or designee).
- After all interviews are complete, at the next regularly scheduled council meeting or special called meeting, the principal & the council will go into closed session to consult about the interview committee's decision. In the event a quorum of council members is not available for this consultation meeting, the principal shall consult with the council members who are present for the meeting, before making the selection.
- After the consultation meeting, the principal will make the final selection of the person he/she believes will contribute most to the success of the school's students, and will notify the superintendent of his or her choice. The decision made by the principal is binding on the superintendent who will complete the hiring process.
- If an applicant is the spouse of the superintendent and the applicant meets the service requirements of at least eight years of service in school systems (as required by KRS 160.380), the applicant could be employed upon the recommendation of the principal and the approval of a majority vote of the school council.

## EXTRA-DUTY ASSIGNMENTS AND POSITIONS

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Extra-duty assignments and positions include paid or unpaid duties beyond the instructional day or beyond the contract days of a teacher. When only persons currently working at the school will be considered, the principal will make the assignment following the policy on Instructional and Non-Instructional Staff Time Assignment. When persons currently not working at our school will be considered, this policy on consultation will be followed by the principal, the council, and the committee.