

Okolona Elementary SCHOOL-BASED DECISION MAKING

Bylaws

Purpose

The SBDM Council of Okolona Elementary shall have the responsibility to enhance student achievement through the policies adopted as specified in KRS 160.345.

I. Council Membership

A. Composition

The Council shall be made up of three teachers, two parents, and one principal. Teacher and parent representatives will be elected by their constituent groups. A school that has 8 percent or more minority student population shall have a minority representative on the SBDM Council as required by KRS 160.345.

B. Eligibility

Teachers: All certified teachers (including counselors and itinerant teachers) who are employed within the school are eligible to serve as teacher representatives to the SBDM Council. Principals or assistant principals may not serve as teacher representatives to the SBDM Council.

Parents: According to KRS 160.345, parent representatives (including parents, stepparents, foster parents, or legal guardians pursuant to a court order and with whom the student resides) on the SBDM Council shall have a child enrolled in or preregistered to attend the school during the term of office.

- Parent representatives shall not be employed at Okolona Elementary or in a district administrative office.
- Parent representatives must not have a relative (e.g., father, mother, brother, sister, husband, wife, son, daughter, uncle, aunt, son-in-law, daughter-in-law) employed at Okolona Elementary or in a district administrative office.
- A parent representative must not be a school board member or spouse of a board member.

C. Selection Process

Parent representatives conduct their own elections. Annual elections shall be conducted each May by the school's largest parent organization. Parents shall determine the procedures for their parent elections. The process that parents may use to elect their representatives may address the following areas: nomination, preparation of ballot, elections, and absentee ballots. A representative of the parent organization shall notify the principal in writing of the two parents elected within 24 hours of the final vote and shall deliver all election materials, including the written procedures, to the principal the next business day after the election.

Teacher representatives conduct their own elections. Annual elections shall be conducted each May for the purpose of electing three teacher Council members. Teachers shall determine the procedures for their teacher elections, but teacher Council members must be elected by a majority of teachers assigned to the school (KRS 160.345(2)(b)(1)). The process that teachers may use to elect their representatives may address the following areas: nomination, preparation

of ballot, elections, and absentee ballots. A representative of the teachers shall notify the principal in writing of the three teachers elected within 24 hours of the final vote and shall deliver all election materials, including the written procedures, to the principal the next business day after the election.

SBDM Council representatives can serve an unlimited number of terms as long as they continue to meet the eligibility requirements and are elected annually by their constituency.

Minority Representation: KRS 160.345 requires that schools having more than 8 percent minority student population (as determined by the enrollment on the preceding **October 1**) have minority representation to the SBDM Council.

- If there are no minority teachers on the faculty, an additional teacher member shall be elected by a majority of all teachers. If there are minority teachers on the faculty but they decline to serve, the seat will remain vacant according to KRS 160.345(2)(b)(2).
- If this is not obtained in the initial election for Okolona Elementary in either the parent, teacher, or principal position, a special election will be conducted for both a minority teacher and minority parent representative to the SBDM Council.
- The principal will oversee this procedure.

Fingerprinting: KRS 160.380(10) requires SBDM parent members to submit to a state and national fingerprint-supported criminal history background check by the Kentucky State Police and the Federal Bureau of Investigation (FBI). A parent member may serve prior to the receipt of the criminal history background check report but shall be removed from the Council upon receipt by the school district of a report documenting a record of a sex crime or criminal offense against a victim who is a minor as defined in KRS 17.500 or of a violent offense as defined in KRS 17.165, and no further procedures shall be required.

Child Abuse/Neglect (CAN) Checks: In addition to the state and national fingerprint-supported criminal history background as required by KRS 160.380, the parent Council member shall provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record. Receipt of notice or verification of a finding of neglect or abuse shall subject the parent Council member to removal under KRS 160.347.

Vacancies: If an SBDM Council member resigns or is removed from office, pursuant to KRS 160.347 and KRS 156.132 or KRS 160.345(9), another member shall be elected in a special election to complete the remainder of the term. Elections will follow the procedures as outlined in this section. Elections must be completed within 15 school days. While this process is being completed, the business of the Council will continue when a quorum is established.

D. Terms of Office

The terms of office for teacher representatives to the SBDM Council will begin on **July 1** and end on **June 30** of the next year. The terms of office for parent representatives to the SBDM Council will begin on **September 15th** and end on **June 30** of the next year. Each term of office is one year.

II. Responsibilities of SBDM Officers and Council Members

A. Election of Officers

Officers for the Okolona Elementary SBDM Council shall be chairperson, vice-chairperson, and secretary. The vice-chairperson and secretary will be elected each July by a majority vote of the SBDM Council. The nominee must agree to accept the position. Reelection is permitted for the offices of vice-chairperson and secretary. If the vice-chairperson or secretary resigns their position, the Council will conduct a vote at the next meeting to fill the position with another member. The principal will be the chairperson of the SBDM Council.

B. Responsibilities of Officers

Chairperson: The principal shall serve as chairperson as required by KRS 160.345.

Responsibilities of the chairperson include the following:

- Announcing and distributing meeting notices as appropriate
- Announcing and distributing the meeting agenda as appropriate
- Distributing needed materials to Council members prior to the meeting when available and at the meeting when necessary
- Facilitating the SBDM Council meeting
- Determining the presence of a quorum
- Overseeing an open, permanent file of meeting minutes

Vice-Chairperson: Once elected, the vice-chairperson shall have the following responsibilities:

- Presiding over Council meetings in the absence of the chairperson
- Overseeing the facilitation of committees assigned by the SBDM Council

Secretary: Once appointed by the chairperson, the secretary shall have the following responsibilities:

- Keeping an accurate record of the SBDM Council meeting and all actions taken by the Council
- Once approved, maintaining the minutes of the meeting and adhering to open records requirements
- If the SBDM Council secretary is unable to attend a meeting, the principal shall ask another individual to assume the secretary's responsibilities for that meeting.

C. Responsibilities of Council Members

Once elected to the SBDM Council, members' responsibilities include the following:

- Attending all regular and special meetings of the Council
- Considering the needs of **all** students (especially those whose parents are not represented on the Council) when making decisions as a Council member
- Supporting, promoting, and communicating Council decisions to constituents
- Adding input by consulting with the principal before the hiring of staff (when applicable)
- Participating in the process of hiring of a new principal if that process becomes necessary
- Within 60 days of the beginning of their term, all Council members will receive two documents: *Your Duty Under the Law* and *Managing Public Records*. All Council members will sign a Proof of Receipt Form and return it to the principal (or designee).

- The Open Meeting Law requires Council members who choose to receive notification of special-called meetings by email to file a written request that includes their email address. The request will be kept on file in the school.

III. Council Meetings

A. Regular Meetings

The SBDM Council shall determine all regularly scheduled meeting times, dates, and locations for their terms of office. The Council will make every effort to select a time that accommodates and encourages parent participation. Notices for regular meetings will be provided to the media through the district's Central Office designee. Notification of Council meetings may be provided to stakeholders in the following ways:

- Posted within the building on the SBDM bulletin board
- Posted on the staff site for school staff
- Posted on the district school website

B. Special Meetings

In the event a special meeting is needed, the principal or a majority of the other members of the SBDM Council may call a meeting. During special meetings, the SBDM Council may discuss only those issues listed as the purpose for the meeting. Every attempt shall be made to hold special meetings during normal SBDM meeting times.

Whoever calls the meeting has responsibility for the following:

- Posting of the Notice—The date, time, place, and purpose of the meeting shall be posted on the SBDM bulletin board.
- Notice Distribution—A written and/or verbal notice, which includes the date, time, place, and purpose of the meeting, must be provided to each Council member. Written notification must be forwarded to the district's Central Office designee so that the media is notified. This must be done a minimum of 24 hours in advance.

C. Open/Closed Meetings

By definition, a closed session of a regular or special meeting of the SBDM Council occurs when the SBDM Council members' discussions are not made public. The SBDM Council may meet in closed session for the following reasons: (1) to discuss proposed or pending litigation, (2) to discuss candidates for personnel vacancies and/or consultation in filling vacancies, or (3) the school's Emergency Management Plan. Before a closed session can be conducted, the following steps must be taken:

1. Notice given in open session for the need of a closed session discussion, stating the reason(s)
2. A motion, second, and Council vote (e.g., saying "yes")

During the closed session, only the business stated in the announcement can be discussed with no action taken. Details discussed in closed session shall not be discussed outside the closed session. 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. Cancellation

A meeting of the SBDM Council may be canceled by a majority of the Council. In the event school is canceled or dismissed early due to inclement weather, the SBDM Council meeting will be canceled.

IV. Conducting a Meeting

A. Quorum

A quorum of the SBDM Council is established when a majority (i.e., more than one-half) of the number of seats is present. Four members must be present for Okolona to establish a quorum, and efforts will be made to ensure that at least one parent is present. No action of the SBDM Council may be taken if a quorum is not established.

B. Operations

The chairperson (or vice-chairperson) shall facilitate each SBDM Council meeting.

C. Agenda

At the end of each regularly scheduled SBDM Council meeting, the draft agenda will be set for the next meeting. Council members and stakeholders may add items to any regular meeting agenda by contacting the chairperson three days in advance of the meeting. The person making the recommendation must attend the SBDM Council meeting when the item is to be addressed. Agenda items may be added only at the meeting, with SBDM Council approval. When possible, the agenda shall be distributed to all SBDM Council members at least 24 hours in advance of the meeting. If the SBDM Council determines it necessary, agenda items may be forwarded to a committee for further study.

D. Input From Non-Council Members

Those who attend the SBDM Council meetings will be provided with an opportunity to discuss issues under consideration by the Council. The following procedures will be followed:

- A sign-in sheet will be provided for parties interested in speaking on an agenda item.
- A person who has recommended an item on the agenda shall be given the opportunity to speak first on the issue.
- Input will be allowed before the SBDM Council makes its decision.
- As each topic is discussed, the chairperson will call on speakers in the order they signed the sign-in sheet. Each speaker is limited to two minutes, with a maximum of 15 speakers per meeting.

E. Decision-Making Process

The primary method of decision making shall be by consensus. If consensus cannot be reached, the Council will discuss the issue again (either at the current meeting or at a future meeting). If the Council cannot reach consensus after the second discussion, a majority vote will be taken to decide the issue. The Council should consistently make decisions using the Racial Equity Analysis Protocol (REAP) tool.

V. Council Records

A. Minutes

Written minutes of each regular and special-called meeting of the Okolona Elementary SBDM Council will be kept. The SBDM Council secretary will keep minutes for each meeting of the Council. The minutes must be an accurate record of actions and votes taken by the Council at each meeting. If the action taken was the adoption of a policy or other written materials (e.g., policies, budget allocations, committee reports), these will be attached to the minutes of the meeting when the action occurred. The Council will review a copy of the minutes, make amendments, and approve them at the next meeting. The minutes shall be available for inspection immediately following the meeting in which they are approved. Copies of the approved minutes will be posted on the SBDM bulletin board, filed in the Media Center, and communicated to all parents who lack access to school (via website, newsletters, etc.). An electronic copy of minutes, agendas, and supporting documentation should be emailed as an attachment to the superintendent/designee.

B. Requests for Council Records

SBDM Council records are available for inspection during the hours of operation of the school's Media Center. Requests for copies of the Council records must be made to the principal. This request must include specific dates and documents. Within three days of receiving the request, the principal will provide the requested records or a written explanation of why these will not be provided.

VI. Bylaws and Policy Development and Amendments

Policies shall be developed by the SBDM Council or committees established by the Council. All policies and bylaws shall require two readings before they are adopted. No policy or bylaws shall be adopted by the Council at the meeting in which they are introduced. Amendments to policies and bylaws shall require two readings as outlined above.

Due to extenuating circumstances, Council policies may be waived by majority vote of the SBDM Council. This will occur at a regularly scheduled or special called meeting. The effective date and duration of the waiver will be listed in the minutes as well as clear articulation as to why they have elected to temporarily waive the policy.

VII. Appeals

Any resident of the district or a parent, student, or employee of the school may appeal Council decisions through the process established by Jefferson County Board of Education (JCBE) Policy 02.42411 (Appeal of Decisions [SBDM]).

VIII. Removal of a Council Member

A. A member of an SBDM Council may be removed by the Kentucky Board of Education if they engage in a pattern of practice that circumvents or is detrimental to the process (KRS 160.345 [9]).

B. A member of an SBDM Council may be removed for cause, after an opportunity for a hearing before the local board, by a vote of four-fifths of the membership of the board of education and after the recommendation of the chief state school officer (KRS 156.132 and KRS 160.347).

IX. SBDM Council-Assigned Committees

- A.** The SBDM Council at Okolona Elementary will use an ad hoc and standing committee structure to encourage expanded participation in the decision-making process.
- B.** Faculty, classified staff, parents, and community members will be encouraged to serve on SBDM-assigned committees.
- C.** Standing and ad hoc committees are formed and dissolved by the Council as needed. Each year at their first meeting, the Council members will determine the needed standing committees and the responsibilities of these committees.
- D.** Committee membership will be obtained through a sign-up list of volunteers. The Council will review the list to determine if additional representation is needed and/or to approve this list by **August 31** of the calendar year. Once the list is approved, the principal will notify the committee volunteers of their first meeting.
- E.** Each committee shall elect a chairperson by majority vote at its first meeting. The term of the chairperson will be one year, and the chairperson may be reelected.
- F.** Each committee shall determine the frequency and agenda of meetings. Committees shall make every attempt to be inclusive and accommodating of parent representative schedules. Written minutes of each committee meeting will be kept as an open, permanent record of the activities of each assigned committee. These will be forwarded to the SBDM Council and will become a part of the required documentation of the Council (see section V, part A).
- G.** Committees have the responsibility to carry out tasks assigned to them by the Council. Committees may research issues, gather schoolwide input, or prepare drafts for the SBDM Council.
- H.** Decisions of the SBDM-assigned committees shall be made by consensus. In the event that consensus cannot be reached, a majority vote will be used to decide the issue.
- I.** The committee chairperson/designee must report (both orally and in writing) to the SBDM Council as requested by the Council.
- J.** Each committee shall strive to establish a diverse membership and document these efforts if unsuccessful.

First Reading: 08.30.23

Second Reading: 09.27.23

Date Adopted: 09.27.23

First Reading: 08.24.24

Second Reading: 09.30.24

Date Adopted: 09.30.24

Reviewed: 08.27.25

Signature: _____
(SBDM Council Chairperson)