

# McKell Middle School Council By-Laws

## **ARTICLE I—Purpose**

The purpose of McKell Middle School's Bylaws is to provide the school council with a set of operational guidelines with which to function effectively.

## **ARTICLE II—Mission**

The mission of McKell Middle School is to offer a rigorous, well-rounded curriculum that provides students the opportunities to grow socially, physically, and intellectually so that they can be productive contributors to the community and continuously changing world.

## **ARTICLE III—Membership**

### **A. Composition**

The school council shall consist of the principal, three (3) teacher representatives, and two (2) parent representatives. The principal shall serve as the chairperson of the school council.

If the school's total minority enrollment reaches 8 percent or more as of the preceding October 1 and no minority representative was elected in the initial elections, a special election shall be conducted by the principal. The principal shall call for nominations and notify parents of the time, date, and location of the special election.

If a special election is needed to elect a minority teacher representative, the teachers shall select a minority teacher from the school's staff to serve as minority teacher representative. If any or all of the minority teachers on staff are unable or unwilling to serve, then the position remains vacant. If no minority teachers are on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school.

McKell Middle School Council membership shall be as follows:

- Principal (Chairperson)
- 3 Teachers
- 2 Parents
- 1 Minority Parent (if required)
- 1 Minority Teacher (if required)

# McKell Middle School

## Council By-Laws

### **B. Requirements for Membership**

Teacher representatives include all certified staff assigned to the school that possesses the required certification from the Educational Professional Standards Board. This includes all full time and part time (i.e., itinerant) as well as school counselors and library media specialist. Administrative personnel (e.g., principals, assistant principals, head teachers) may not serve as a teacher representative of the school council.

Parent representatives include any parent (i.e., biological parent, stepparent, foster parent, any person with legal custody of a student pursuant to court order and with whom the student resides” who has a child enrolled in the school during the term of service on the school council. Parents who are nominated for parent representative on the school council and/or who wish to vote in school council elections must have a child “preregistered to attend” the school for next year. Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative offices.

Anyone who has a business interest in the school as designated by KRS 45A.340 may not serve on the school council.

All school council representatives are required to complete annual training. New school council representatives (i.e., those with less than one year of service) must complete six (6) hours of training on the process and implementation of SBDM from a Kentucky Department of Education endorsed trainer. Experienced members (i.e., those with more than one year of service) must complete three (3) hours of training. Experienced council members may choose from a list of training sessions based on individual need. The school council will prepare a written request for training and present to the Greenup County Board of Education for payment.

### **C. Elections**

Parents will be notified of the election of parent council members by the principal. Notifications will be in the form of email, schoolcast messages, newspaper, and district/school website updates. The notice shall state that all parents of students attending McKell Middle School for the following year may vote to elect the parent council members. The dates of the nomination period, date of the election, and place of election will be included in each notice. The notifications will be made in a manner that gives sufficient time for all parents to participate in the election process.

# McKell Middle School

## Council By-Laws

Parents may nominate themselves or another parent. Nominations shall be made in writing and submitted to the office secretary two (2) days prior to the date scheduled for the election. Nominees will be notified of their nomination before the date of the election to ensure they want to run for the position. The time of parent election will be from 7:00 am to 6:00 pm. The council secretary will be responsible for the conduction the parent election process. The two (2) parents with the highest vote total shall be the parent representatives on the school council. Tie votes will be handled by conducting another parent election.

Teachers may nominate themselves or another teacher. Nominations shall be made in writing and submitted to the office secretary tow (2) days prior to the date scheduled for the election. Nominees will be notified of their nomination before the date of the election to ensure they want to run for the position. The time of the teacher election will be from 7:00 am to 3:00 pm. The council secretary will be responsible for the conduction of the teacher election process. The three (3) teachers with the highest number of votes shall be the teacher representatives on the school council. If a tie vote makes it impossible to determine three (3) clear winners, another vote will be taken to fill the seats in question. Another ballot containing only the names of those not elected by the first vote will be prepared. The person(s) receiving the highest number of votes in this election (and subsequent votes) will be elected.

School 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.

### **D. Removal of Members**

The Kentucky 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. A member of a school council may be removed from the school council for cause, after an opportunity for hearing before the Greenup County Board of Education, 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 included in the minutes of the board and given to the member of the school council.

### **E. Filling Vacancies**

If a member of the school council resigns or is removed from office, another member shall be elected within one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until June 30, and be eligible for re-election.

# McKell Middle School

## Council By-Laws

### **F. Terms of Office**

The terms of parent and teacher members shall begin on July 1 and end on June 30. Between the date of the elections and June 30, members-elect are expected to attend all council meetings.

### **ARTICLE IV—Duties of Officers and Council Members**

#### **A. Election of Officers**

Officers shall include Chair, Vice Chair, and Secretary. The vice chair of the school council shall be elected at the first council meeting and serve for one year. If a vice chair resigns his/her position, the school council shall conduct a vote at that meeting to fill the position with another council member.

#### **B. Chair**

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

- Conducting school council meetings
- Organizing and maintaining council records by maintaining minutes of meetings and forwarding a copy to the district SBDM liaison after approval by the school council
- Stating when consensus is present for the record
- Coordinating standing and ad hoc committees and monitoring committee progress
- Carrying out any additional responsibilities as stated in these by-laws
- Maintaining a file of all correspondence addressed to the school council

#### **C. Vice-Chair**

Duties of the vice-chair shall include presiding over council meetings in the absence of the chair.

#### **D. Secretary**

A school council secretary shall be appointed by the principal to keep minutes of all council meetings. The secretary will record all minutes of the council meeting and provide council members with a copy of minutes within 48 hours after the meeting.

#### **E. School Council Members**

Duties of Council Members include:

- Knowing and adhering to the mission, philosophy, and goals of McKell Middle School
- Attending all school council meetings
- Encouraging and requesting opinions from their constituencies
- Supporting, promoting, and communicating school council decisions

# McKell Middle School

## Council By-Laws

### ARTICLE V—Committees

#### **A. Purpose**

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

#### **B. Appointment of Committees**

All McKell Middle School council committees will be ad hoc. These will be created and dissolved by the school council as needed.

#### **C. Membership and Elections of Chair**

All staff are encouraged to participate in the shared decision making process at McKell Middle School by serving on committees in their areas of interest. Committee membership is open to interested persons, including school district staff, parents, and community residents.

Committees will be formed and committee assignments will be determined by the second school council meeting of the year. Each committee will select a chairperson from their membership.

#### **D. Decision Making**

Committee decisions shall be made by consensus. In the event that consensus is not possible, a majority of the committee may decide that an issue shall be decided by majority vote.

#### **E. Duties**

School council committees shall carry out tasks assigned to them by the school council.

Committees may decide to bring issues of concern or interest to the school council.

Committees may research issues, gather school wide input, or prepare drafts of school council policies. Committee chairs will report at school council meetings when requested to do so by the council.

#### **F. Meetings**

Each school council committee shall choose the time, place, and schedule for their committee meetings. Committees must comply with all provisions of the Open Meetings and Open Records Laws. Committee chairs shall provide the principal with written minutes of their meetings no later than 10 days after the committee meeting has occurred.

# McKell Middle School Council By-Laws

## **ARTICLE VI—Schedule of Meetings**

### **A. Regular Meetings**

The first meeting of the McKell Middle School Council shall be called by the principal. Thereafter, the council shall meet as scheduled by the council at least monthly. The regular monthly meetings will be held at McKell Middle School in the library.

The principal shall provide local news media of the school council's regular meeting schedule for the year after the first meeting of the year, and provide notification of the school council's meeting time at least one week in advance of each regular meeting. The principal shall notify teachers three (3) days in advance of each school council meeting by email or announcement. The principal shall notify the school community by notice posted on the bulletin board in the school foyer at least three days in advance of the meeting.

### **B. Special Meetings**

If needed, the chairperson or a majority of the school council members may call a special meeting. The following steps must be completed when a special meeting is called:

- **Written Notice:** 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.
- **Delivery of Notice:** The chairperson shall arrange for the notice to be delivered to each school council member and to any media organization that has requested notice of the school council meetings. The delivery can be by hand, Fax machine, mail, or email if requested. The meeting notice must be received by the members at least twenty-four hours prior to the time of the meeting.
- **Posting of Notice:** The notice for the special meeting shall be posted by the chairperson on the bulletin board in the school foyer at least 24 hours prior to the time of the meeting.

In addition to these requirements, the principal shall announce to teachers the time and the reason for the special called meeting during announcements at least 24 hours prior to the meeting.

## **ARTICLE VII—Conduct of Meetings**

### **A. Quorum**

A quorum is defined as a time when a majority of the school council members are present. No school council business shall be discussed or conducted unless a quorum of school council members is present.

# McKell Middle School

## Council By-Laws

### **B. Attendance of Meetings**

School 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**

By definition a closed session of a regular or special meeting of the school council occurs when the school council members' discussions are not made public. The school council may meet in closed session for the following reasons: (1) to discuss proposed or pending litigation; or (2) to discuss candidates for a personnel vacancies and/or consultation in filling vacancies. 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 "I")

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 issued 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. Agenda**

The chairperson shall prepare an agenda for each council meeting, including items submitted in writing for inclusion by the public, staff, parents, and other school council members. The chairperson may declare any item received as not within school council authority. Each agenda shall include, but is not limited to, the following items:

- Review and approval of previous meeting minutes
- An opportunity for public comment
- Report on budget expenditures
- Current assessment data (MAP, Explore, KPREP, etc.)

### **E. Discussion of Agenda Items**

The school council shall discuss each agenda item before a decision is made. Each school council member shall be given an opportunity to express his/her opinion on the item. Other persons attending the meeting may be recognized by the chairperson and may address the school council as the chair calls upon them to speak. Any agenda item may be referred to a committee for further study as deemed necessary by the school council.

# McKell Middle School

## Council By-Laws

### **F. Delegations**

In order for delegations to speak during a council meeting, their names must be placed upon a “Delegations Sheet” prior to the beginning of the meeting. This sheet will be supplied by the council secretary prior to the meeting. The sheet will document the delegations or person’s name, issue being presented, and must denote whether the issue has been brought to the attention of the Principal prior to being presented to the council. The sheet will be supplied to the Chairman of the SBDM prior to the beginning of the council meeting. There is a five (5) minute time limit on any delegation’s time to speak.

### **G. Decision Making Process**

Unless otherwise specified by these by-laws, the school council shall use parliamentary procedures as specified by Robert’s Rules of Order. 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 improvement plan. The school council will make decisions by consensus except as otherwise designated Kentucky statute.

No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study. All newly proposed policies or policy changes will be referred to the appropriate committee for review. All decisions and policies officially adopted by the McKell Middle School Council will be reported to the Greenup County Board of Education and superintendent through the district SBDM coordinator.

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

- A motion and second are made
- After discussion of an item, the chair or any member may state the consensus
- The chair will ask whether any member disagrees with that statement
- If all members agree, the decision will be recorded as a unanimous decision in the minutes

## **ARTICLE VIII—Minutes and Other Council Records**

### **A. Minutes Kept and Approved**

Minutes shall be kept by the designee at each school council meeting. The minutes shall reflect an accurate record of actions and votes taken at a school council meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.

# McKell Middle School

## Council By-Laws

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 in the main office for public inspection and filed in the school council's policy manual. The minutes of the school council shall not be official until they are reviewed and approved by the school council. The minutes shall be open to public inspection immediately after they are approved. A preliminary copy of the minutes for all school council meetings will be provided to certified and classified staff in written form within 72 hours of the adjournment of the meeting. The principal will forward an official copy of the minutes to the superintendent and SBDM district coordinator, and keep an official copy on file in the school. A copy of the official minutes will be posted on the bulletin board in the foyer by the chairperson.

### **B. Council Records Available for Public Inspection**

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

- School council minutes and agendas
- School improvement plan
- School council policies and bylaws
- School council budget documents
- School council membership list
- Official correspondence

### **C. Requests for Council Records**

Requests for council records must be made in writing to the principal. Requests must include specific documents and dates. The fee for copying of council records shall be 10 cents per page. School council bylaws, policies and the school improvement plan shall be posted on the school's webpage in PDF format.

The requested records must be provided to the person making the request within three business days. The school council secretary shall make or provide copies of requested documents at the principal's request.

### **C. Requests for Council Records (cont.)**

School council records will be available for inspection during the regular school hours. The chair shall make the final determination regarding which records not listed above are available for inspection.

# McKell Middle School Council By-Laws

## **ARTICLE IX—Appeals**

### **Board Policy**

Appeals are in accordance with Greenup County Board of Education policy.

## **ARTICLE X—Amendments**

### **A. Amendments to Council Bylaws**

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

### **B. Amendments to Council Policies**

Policies will be reviewed annually or more often if needed. The council may amend policies following the decision making process outlined in these bylaws.

1<sup>st</sup> Reading August 30, 2012

2<sup>nd</sup> Reading September 27, 2012

Council Chair: Nathan Sutton

Council Vice-Chair: Chris Ailster