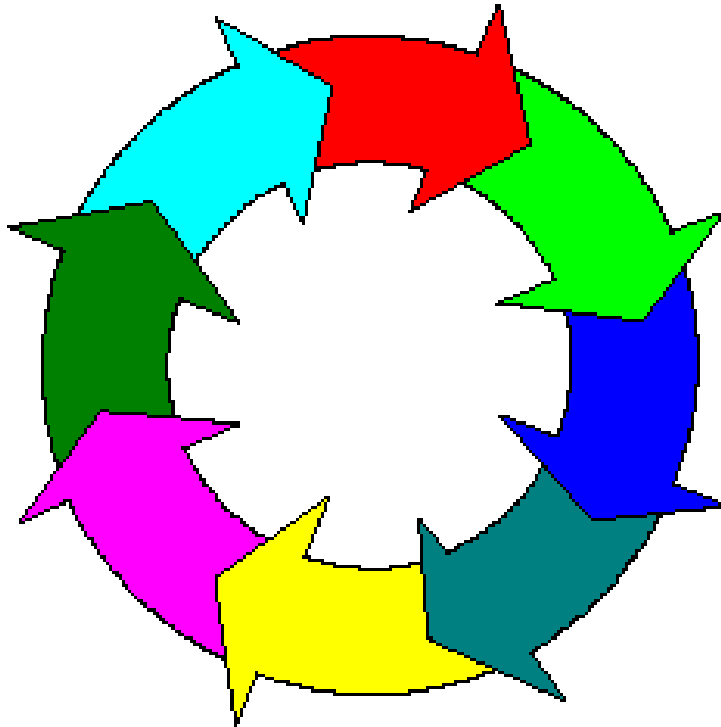


LIVINGSTON COUNTY MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL (SBDM) BYLAWS



**September 2000
Revised 2005
Revised 2009
Revised 2012
Revised 2015**

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ARTICLE 1: PURPOSE

The purpose of the Livingston County Middle School SBDM Council is to address the academic, social and emotional needs of our students by setting school policy and making other required decisions that will enhance student achievement and help each student meet the goals established by the school council, consistent with state law. The school council will assess, monitor, and evaluate the policies and programs of Livingston County Middle School. The council shall create an environment that will enhance student achievement in the school (as required by KRS 160.345).

ARTICLE II. MISSION

Our mission as the faculty, staff and parents of Livingston County Middle School is to enable and assist each student in achieving established program, grade, or subject area objectives necessary to be successful in the next grade or program level. We accept this responsibility and will achieve it by teaching all students in a manner that will enable them to achieve proficiency on the state accountability process, regardless of socio-economic status, gender, race, or previous academic performance.

Decision-making will be guided by student needs and the school's vision, as well as the overall mission of specific programs. When possible, decisions will be based on applicable data. When making decisions, the council will give priority to improvement plan goals and strategies.

ARTICLE III. MEMBERSHIP

A. COMPOSITION

1. The school council shall consist of the principal, three teacher members, and two parent members (as required by KRS 160.345).
2. If the school reaches 8 percent or more minority student enrollment on the previous October 1, and there is no minority member elected in the initial elections and the school does not have a minority principal, a special election shall be conducted by the principal to elect a minority parent to serve on the school council (as required by KRS 160.345). All parents may vote in this election.
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 (as required by KRS 160.345).
4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher (as required by KRS 160.345).

B. REQUIREMENTS FOR MEMBERSHIP

1. All Members. No one may serve on the school council who has a legal conflict of interest as designated by KRS 45A.340 except the salary paid to district employees. 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. (Required by KRS 160.345.)
2. Teacher Members: Teacher council members must possess certification required for their position as a basis for employment in Kentucky public schools. Itinerant teachers may nominate, serve, and vote in our school. Principals or assistant principals may not serve as teacher council members. (Required by KRS 160.345.)
3. Parent Members: Parent council members must be the parent, step parent or foster parent of a child who is pre-registered to attend the school during the term of office they are seeking. Legal guardians may serve as parent members if the pre-registered child lives with them. Parent council members may not be employed at the school or be the relative (father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in law) of someone who is employed at the school. Parent members

also may not be employed by the district central office or be the relative of anyone who is. Parent members may not be school board members or their spouses. (Required by KRS 160.345.)

C. ELECTIONS

1. **Parent Members:** Annual elections shall be conducted between the 1st day of March and the last day of May by the school's PTSSO or Parent Committee (if no PTSSO exists) for the purpose of electing two parent council members. The president of the PTSSO (or designee) or the Parent Committee Chairperson (or designee) shall notify the principal in writing of the two parents elected within 24 hours of the final vote. Eligible voters are parents whose children are pre-registered to attend the school during the term of office. The 2 parent nominees with the most votes shall serve as parent representatives on the council. Annual elections will be held in the lobby outside the main office.

2. **Minority Parent Members:** If the school has 8 percent or more minority students enrolled as of October 1 of the preceding year, the principal shall conduct an election for a minority parent member to the school council in the event a minority member is not elected during regular elections. The principal shall conduct a special election for a minority parent member by:

- Calling for nominations
- Notifying all parents in writing of date, time, and location of the election
- Conducting the election by ballot and counting the votes

The nominee with the most votes shall be the minority parent council member. All parents are eligible to vote in this election. (Required by KRS 160.345)

3. **Teacher Members:** Teachers conduct their own elections as per KRS 160.345.

Annual elections shall be conducted between the 1st day of March and the last day of May for the purpose of electing three teacher council members. Teacher members must be elected by a simple majority (more than one half) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas and be established by teachers:

- a. **Nomination**
- b. **Preparation of Ballot**
- c. **Elections**
- d. **Absentee Ballots**
- e. **Procedures after First Round Ballots**

4. **Minority Teacher Members:** If an election must be conducted to elect a minority parent member, a minority teacher member shall be selected by the teachers to serve on the council. If there is no minority teacher on staff who will accept the council seat, the seat will remain vacant until such time as a minority teacher can be selected. If there are no minority teachers employed at the school, the teachers shall take nominations and conduct a special election for an additional teacher council member from among the certified staff at the school. (Required by KRS 160.345.)

5. **Term Limits:** No term limits shall be imposed on school council members who are nominated and elected to consecutive one-year terms (as required by KRS 160.345).

D. REMOVAL OF MEMBERS

1. According to KRS 156.132, the chief state school officer 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 chief state school officer 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. A member may also be removed by the Kentucky Board of Education, pursuant to KRS 160.345 (9); if they engage in a pattern of practice which is detrimental to or circumvents school-based decision making.

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 vacancy. Elections will follow the same procedures as regular elections.

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 July 1, members-elect may attend all council meetings.

G. NON-VOTING MEMBERS

Non-voting members will not be elected to the council.

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 each July by council members and shall serve for one year. Re-election is permitted.
- If an officer resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.
- A motion to seek an alternative model allowing a council member other than the principal to serve as chair (as required by KRS 160.345) may be made by any council member at any regular meeting. A majority vote of the full council is required before the school council can seek an alternative model. 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 (as required by KRS 160.345).

Duties of the chair include:

- Conducting school council meetings
- Serving as official custodian of council records
- Stating when a consensus is present for the record
- Coordinating standing and ad hoc committees
- Carrying out any additional responsibilities as stated in these by-laws
- 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)
- Other duties as described in these by-laws

C. VICE-CHAIR

Duties of the vice-chair shall include:

- Presiding over council meetings in the absence of the chair
- monitoring address time and number of speakers if needed
- informing media of monthly meetings at least two weeks in advance
- In July, informs media of YEARLY meeting schedule
- Posts meeting notice day prior to meeting on bulletin board in foyer
- Logs volunteer hours in Volunteer Log

D. SECRETARY

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

- compiles agenda & emails to stakeholders, SBDM, & teachers at least one week prior to meeting;
- sends minutes to stakeholders at most one week after meeting (staff, PTSO president, SBDM, Superintendent, Supervisor of Instruction, those on agenda, those who request, etc.),

- ensures committee minutes are in SBDM packet,
- posts copy of SBDM minutes on Bulletin Board in foyer,
- compiles packet & distributes to SBDM members; keeps records and updates office SBDM notebook

E. COUNCIL MEMBERS

Duties of council members include:

- Knowing and adhering to the mission, philosophy, and goals of Livingston County Middle School
- Attending all council meetings, both regular and special
- Encouraging and requesting opinions from their constituencies
- Supporting, promoting, and communicating council decisions
- Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council
- Complete all training pursuant to KRS 160.345 (6).

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 (as required by KRS 160.345).
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 (as required by KRS 160.345).
2. Standing committees can be dissolved only through the process of amending by-laws.

C. MEMBERSHIP & ELECTION OF CHAIR

1. Each committee shall consist of representatives from the faculty, support staff, parents, and students and support staff are encouraged to volunteer as members.
2. Committee membership is open to interested persons (as required by KRS 160.345).
3. Committee membership shall be at least 5 persons, at the discretion of the school council.
4. Committee membership will include minority representatives.
5. Committees shall elect a chairperson from their membership and chair shall serve for a term of no longer than one year and is eligible for re-election with no term limits.

E. 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.

F. 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 may report at regular council meetings, or as requested by the school council.

5. Committee chairs shall provide the council with written minutes of their meetings no later than 10 days after the meeting occurred.

G. MEETINGS

1. Each committee shall choose the time, place, agenda, and schedule for their meetings (as required by KRS 160.345).

2. Committees must comply with all provisions of the Open Meetings and Open Records laws (as required by KRS 160.345).

H. STANDING COMMITTEES

1. Standing committees for Livingston County Middle School shall include: Academic Performance, Learning Environment, and Efficiency.

2. A list of standing committees, a brief description of their purpose, and a list of each committee's membership shall be contained in Appendix A of this document.

VI. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

1. The regular monthly meeting of the Livingston County Middle School SBDM Council shall be the third Wednesday of every month. Council meetings shall be open to the public. Meetings will begin at 3:30 p.m. and end at 5:00 p.m. Meetings shall not exceed 90 minutes. If all items on the agenda have not been adequately discussed after 90 minutes, 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.

2. The regular monthly meetings will be held at Livingston County Middle School in the Staff Work Room or the Cardinal Room.

3. The vice chair shall provide local news media of the council's regular meeting schedule for the year in July, and provide notification of the council's meeting time and agenda at least two weeks in advance of each regular meeting.

4. If the district distributes the district calendar, the principal shall notify parents of council meetings each month using the "Livingston County Schools Calendar and Handbook" which is to be distributed to all parents, by placing the words "School Council Meeting, 3:30 p.m." in the appropriate days' space on the calendar. Regular meetings will be conducted monthly. These will also be posted to the district's website, Facebook, and Twitter accounts.

5. The secretary shall announce the meeting to SBDM parents by email at least one day in advance of the meeting. The notice shall include the preliminary agenda.

6. The secretary shall notify teachers one day in advance of each council meeting including the time, place and agenda items. This agenda will be emailed to teachers.

7. The vice chair shall notify the public by notice posted on the bulletin board in the school foyer at least one day in advance of the meeting.

B. SPECIAL MEETINGS

1. 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 chairperson must complete the following steps when a special meeting is called:

a. **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.

b. **Delivery of Notice.** The chairperson shall arrange for the notice to be delivered to each council member and to any media organization that has requested notice of council meetings. The delivery can be by email, hand, FAX machine, or mail but the notice must be received at least 24 hours prior to the time of the meeting.

c. **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. If the meeting will be held somewhere other than the school, the notice shall also be posted conspicuously at the other location.

2. In addition to these requirements, the principal shall announce to teachers the time and the reason for the special called meeting during announcements on the school's PA system or email at least 24 hours prior to the meeting.

VII. CONDUCT OF MEETINGS

A. QUORUM

A quorum of the school council shall be a majority (more than one-half) of the number of seats on the school council. No council business shall be discussed or conducted unless a quorum of council members is present with representation from both parent and certified staff members.

B. ATTENDANCE AT MEETINGS

Council meetings are open to the public and all interested persons can attend (as required by KRS 160.345), 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:

1. to discuss proposed or pending litigation by or against the council [KRS 61.810(1)(c)]; or

2. to discuss candidates for a principal vacancy or conduct consultation in filling other vacancies [KRS 61.810(1)(f)].

3. Discuss School Safety Plan

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

1. The chairperson shall bring:

- The folder containing all items submitted for inclusion on the agenda.
- The folder containing all correspondence addressed to the council that he or she has received.
- Monthly financial report from the central office.
- Lists of applicants for vacant positions (as required by KRS 160.345)
- Robert's Rules of Order

2. The council secretary and all council members 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.

E. AGENDA

1. To ensure input from non-council & non-committee members, anyone may submit items for inclusion on the agenda to the secretary in writing on the standard form provided by the Monday prior to a regularly scheduled council meeting. The secretary shall maintain a complete file of these items. Inclusion forms are available in the school office.

2. The secretary (with chairperson aid) 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. The agenda will be emailed to all SBDM members, school staff, those who asked for items on the agenda, & those who request at least one day prior to the meeting.

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 or community persons to address the school council.

Item 4: Other items submitted.

4. 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 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 may be recognized by the chairperson and may address the council as the chair calls upon them to speak. If a significant number of persons wish to contribute to the discussion on a particular item, the chair may set limits on the number of persons who will speak to the issue, and a time limit for each.

3. Any agenda item may be referred 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 bylaws, 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 school's mission and purpose to improve the instructional program, create an environment to enhance student achievement in the school (as required by KRS 160.345) and/or further the goals in the school's plan.

3. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study. New policies & bylaws require TWO readings for approval. Revisions or amendments to bylaws require two readings; revisions to policies only require ONE reading for approval.

4. All decisions and policies officially adopted by the Livingston County Middle School Council will be reported to the board of education and superintendent through submission of approved council minutes to the SBDM district coordinator.

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

- A motion and a second are made.
- After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.
- 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 council minutes.
- If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails.

H. ALTERNATIVE TO CONSENSUS

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

- ◆ vote to send the issue back to a committee
- ◆ 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
- ◆ 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 three times if the issue meets the following criteria:

- a) The issue involves the selection of a new principal: the council shall vote and the candidate receiving the majority shall be selected.
- b) 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;
- c) The issue is whether to continue to meet for longer than 90 minutes.
- d) 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; and
- e) 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 & RETENTION SCHEDULE

A. MINUTES KEPT AND APPROVED

1. The secretary shall keep minutes 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 or other written document, the entire text of the policy shall be attached to the copy of the minutes kept on file in the school office for public inspection and filed in the council's policy manual.
4. The council shall review the minutes of each meeting at the next meeting, making amendments and officially approving them. The minutes shall be available for inspection at the close of the meeting where they are approved.
5. A preliminary copy of the minutes for all council meetings will be provided to certified and classified staff and parent members of the council in written form through email within one week of the adjournment of the meeting.
6. The secretary will forward an official copy of the minutes to the superintendent and SBDM District Coordinator.
7. A copy of the official minutes will be posted on the bulletin board in the foyer by the secretary.

B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION

The following are official documents that must be kept on file for public inspection in the school's main office by the secretary:

- School Council Minutes
- Committee Minutes
- School Planning Document (State Assessment Scores, Needs Assessment, Review Team Report)
- School Council Policies and By-Laws
- School Council Budget Documents not in the School Plan
- School Council and Committee Membership Lists

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 or documents shall be the actual cost per copy.
3. The requested records must be provided to the person making the request within three business days.
4. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.
5. School council records will be available for inspection during the hours the school's main office is open.
6. When documents not listed above are requested, the principal, as custodian of records, shall determine whether those documents are subject to the Kentucky Open Records Law. If the documents are exempt, the principal shall notify the person requesting them of which subsection of KRS 61-878 exempts the documents from inspection. If the documents are not exempt, they shall be made available for inspection within three working days of the request. As a general rule, records, other than files on individual students and employees, are open to public inspection.
7. Records for both councils and committees will be maintained per the Records Retention Schedule. All records of the council are permanent records (agendas & minutes, budgets, bylaws, policies, annual school report, annual financial audit) except election records, meeting announcements, budget expenditures & PL requests will be held for 3 years; meeting notifications will be held for 1 year; general correspondences, annual school improvement plan, policy appeals, & requests for waiver of board policy will be held for 5 years.

ARTICLE IX. APPEALS OF SCHOOL COUNCIL DECISIONS

A. REQUEST

For a person(s) to appeal a decision of the council or file a grievance, he/she must first request in writing an opportunity to be heard and shall include information about the grievance issue.

B. SCHEDULE

A council shall schedule a hearing within thirty (30) working days from 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 in writing the complaint. If the resolution is unsatisfactory to the complainant, the decision of the council may be appealed pursuant to local board policy.

E. REPORT

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

F. DISTRICT APPEAL

The local Board Policy 02.42411 for the District Appeal Process should be consulted for those wishing to pursue a district appeal.

ARTICLE X. AMENDMENTS

A. AMENDMENTS TO COUNCIL BYLAWS & POLICIES

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

ARTICLE XI. COMMUNICATION

A. NETWORK

All regular council meetings are open and may be attended by any stakeholder to give input. There is a guest comment section on each regular meeting's agenda. If a person desiring to give input cannot attend the meeting, s/he may email, call, text, or send written correspondence to any council member. Contact information for all SBDM members is on our website & social media sites or may be obtained by calling the school. Stakeholders may also join SBDM standing committees to provide input.

B. PUBLICATIONS

Agendas and minutes will be emailed to all who request and posted in the foyer's glass case by the SBDM secretary. These will also be posted on the school's website.

C. NOTIFICATION

The Vice Chair will notify local media of all regular meetings at least two weeks in advance and 24 hours in advance of special called meetings. Agendas and minutes will be sent out within 10 days of meeting adjournments via email and posting in school foyer.

3 SBDM Standing Committees Appendix A

I. Academic Performance Committee

- School develops and implements a curriculum that is rigorous, intentional, and aligned to state and local standards (curriculum).
- School uses multiple evaluation and assessment strategies to continuously monitor and modify instruction to meet student needs and support proficient student work (evaluation/assessment).
- School's instructional program actively engages all students by using effective, varied and research-based practices to improve student academic performance (instruction).

This committee is responsible for addressing what is being taught, if students are learning from what is being taught, and how instruction is being delivered such as technology, instructional resources, and homework. This committee writes & monitors the school improvement plan. This committee revises the school supply list, ensures compliance with SISI standards 1-3, SBDM policies 5.01 (inst mats) & 8.02 (align tech).

Members: See Committee Membership List

II. Learning Environment

- School functions as an effective learning community and supports a climate conducive to performance excellence (school culture).
- School/district works with families and community groups to remove barriers to learning in an effort to meet the intellectual, social, career, and developmental needs of students (student, family and community support).
- School provides research-based results driven professional development opportunities for staff and implements performance evaluation procedures in order to improve teaching and learning (professional growth, development, evaluation).

This committee is responsible for safety, discipline, equity, parent communications, staff assignments, and maintaining high expectations of all students. It addresses Parent/Community involvement, ESS, Title I, Guidance, Special Education, and the Family Resource Center. It also addresses the planning and implementation of our school professional learning plan, discipline, mentoring, incentives, volunteering, and school review. This committee ensures compliance with SISI standards 4-6, SBDM policies 14.01 (Disc) & 17.01 (PL).

Members: See Committee Membership List

III. Efficiency

- School/district instructional decisions focus on support for teaching and learning, organizational direction, high performance expectations, creating a learning culture, and developing leadership capacity (leadership).
- School maximizes use of time, all available space and other resources to maximize teaching and learning and support high student and staff performances (school organization and fiscal resources).
- School/district develops, implements, and evaluates a comprehensive school improvement plan that communicates a clear purpose, direction, and action plan focused on teaching and learning (comprehensive and effective planning).

This committee is responsible for the following:

- **Evaluating school leadership and SBDM Council and make recommendations for improvement.**
- **Developing the school budget, developing guidelines for the master school schedule and instructional/non-instructional staff assignments, protecting instructional time, and textbooks.**
- **Evaluating extra-curricular & TRANSITIONAL activities.**
- **This committee ensures compliance with SISI standards 7-9, written teacher SBDM elections, SBDM policies 11.01 (master schedule) & 20.01 (budget).**
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Members: See Committee Membership List

NOTE: PARENTS, STUDENTS, COMMUNITY MEMBERS, BUSINESS LEADERS, AND OTHER SCHOOL STAFF (classified and certified) AND STAKEHOLDERS WILL BE ASKED TO VOLUNTEER AND SERVE ON THE ASSIGNED COMMITTEES EACH YEAR TO DISCUSS SCHOOL IMPROVEMENT AND EDUCATIONAL NEEDS.

Ad-Hoc Committees

Program Review Committee

Advisory Council (for school health/wellness, FRYSC, Program Reviews, etc.)