

Glenn O. Swing Elementary

By Laws

Amended 7.22.14

Article I Purpose

The purpose of the Glenn O. Swing Elementary School Council is to address the academic, social and emotional needs of our students in order to set school policy that will enhance student achievement and help each student meet the goals established by the school council, consistent with state law. The school council will assess, monitor, and evaluate the policies and programs of Glenn O. Swing Elementary School. The council shall create an environment that will enhance student achievement in the school (as required by KRS 160.345).

Article II

Vision

Respectful, Responsible and Ready to Learn

Mission

It is the mission of the Glenn O. Swing Elementary School to provide its students with opportunities designed to meet individual needs in a positive learning environment and to encourage high levels of achievement in social, emotional, behavioral, and academic development. Through respectful collaboration with parents and colleagues, we will inspire students to give back to their community and promote a love for school and learning.

Article III Membership

A. Composition

1. The school council shall consist of the principal, three teacher members, and two parent members (required by KRS 160.345).
2. If the school reaches eight (8%) percent or more minority student enrollment, and there is no minority 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 the staff at the school, the teachers shall elect a non-minority teacher to represent the interest 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).
5. Although there are no provisions in KRS 160.345 for additional school council members, the school council does not wish to exclude any constituency in the school from participation in all council meetings. Therefore, the support staff of

the school (office, cafeteria, custodians, and instructional assistants) may conduct an election for a support staff member to attend all council meetings as non-voting representatives.

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 service) must complete six (6) hours of training on the legal responsibilities of the council from a Kentucky Department of Education endorsed trainer within thirty (30) days. Experienced members (those with more than one year of service) must complete three (3) hours of training on improving student achievement from a Kentucky Department of Education endorsed training provider each year within 120 days. (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. Principal or Assistant Principal 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 council members or their spouses. (Required by KRS 160.345)

C. Elections

1. Parent Members: Annual elections shall be conducted each May by the school's parent organization, unless none exist, for the purpose of electing two (2) parent council members. The president of the parent organization shall notify the principal, in writing, of the two (2) parents elected within twenty-four (24) hours of the final vote. Eligible voters are parents whose children are pre-registered to attend the school during the term of office.
2. Minority Parent Members: If the school has eight (8%) percent or more minority students enrolled, the principal shall conduct an election for the 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 the election (as required by KRS 160.345).
3. 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 council secretary shall take nominations and conduct a special election for an additional teacher council member from among the certified staff at the school (as required by KRS 160.345).
 4. 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 school council may be removed from the council for cause, after an opportunity for a 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 members 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 a special election, shall serve the remainder of the term until July 1, and be eligible for the 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 elections and July 1, members-elect are expected to attend all council meetings.

Article IV Duties of Officers and Council Members

A. Responsibilities 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 serve for one year. Re-election is permitted.
- A motion to seek an alternative model allowing a council member other than the Principal to served 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 an alternative model can be sought by the school council. A faculty vote must then be conducted, ad the motion must pass by 2/3 votes 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.
- Compiling and distributing the agenda, subject to council approval at the start of each meeting, for 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 (2) 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.
- Calling a special meeting of the council in the event a Principal vacancy occurs.
- Conducting meetings necessary for the Principal hiring process to take place.

D. Secretary

A Council Secretary shall be appointed by the Principal and have the following duties:

- Keep minutes of all council meetings.

E. Council Members

Duties of the council members include:

- Knowing and adhering to the vision, mission, philosophy, and goals of Glenn O. Swing Elementary School.
- Attending all council meetings, both regular and special meetings.
- 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.
- Complete all training pursuant to KRS 160.345.

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 members (as required by KRS 160.345).
2. Standing and ad hoc committees shall serve as council resource for gathering data, information, and making recommendations to the school council.

B. Appointment to Committees

1. Standing and ad hoc committees are formed and dissolved by the school as needed (as required by KRS 160.345).
2. Standing committees can be dissolved through the process of amending by-laws.

C. Membership and Election of Chair

1. All certified and classified staff will participate in the shared decision making process at Glenn O. Swing Elementary School by serving on committees of their interest, or where their expertise is needed.
2. Each committee shall consist of representatives from the faculty, support staff, and parents. If representatives from any of those three groups are not available, a position on the committee will remain open. The SBDM will be responsible to continue to search and fill committee vacancies.
3. Committee membership is open to interested persons (as required by KRS 160.345).
4. Committee membership shall have at least five (5) persons, but shall be limited to fifteen (15), at the discretion of the school council.
5. Committees shall elect a chairperson from their membership and shall serve for a term of no longer than one (1) year or until committee is dissolved if ad hoc.

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 a majority vote.

E. Duties

1. Committees shall carry out tasks assigned to them by the school council.
2. Committees may decide to bring issues of concern or interest to the school council.
3. Committees may research issues, gather school-wide input, or prepare first and revised drafts of school council policies.
4. Committee chairs or their designees will report as requested by the council.

5. Committee chairs shall provide the chairperson with written minutes of their meetings no later than five (5) days after the meeting occurred.

F. 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).

G. Standing Committees

Instructional Leadership Team and Program Review Teams

Article VI Schedule of Meetings

A. Regular Meetings

1. The regular monthly meeting of the Glenn O. Swing Elementary School Council shall be the 3rd Thursday of each month at 4:00 p.m. Council meeting shall be open to the public. Meetings shall not exceed ninety (90) minutes. If all items on the agenda have not been adequately discussed after ninety (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 meeting will be held in the Glenn O. Swing Elementary School media center or front office.
3. The Principal shall provide local news media of the council's meeting schedule for the year in August, and provide notification of council's meeting time and agenda through the District SBDM facilitator.
4. The Principal shall notify parents of council meetings each month using the school calendar which is to be distributed to all parents. Principal will also use One Call system to notify parents of SBDM meeting the day of the meeting.
5. The Principal shall announce the meeting to staff and parents by memorandum at least three (2) days in advance of the meeting. The notice shall include the preliminary agenda.
6. The Principal shall notify the public by notice posted on the SBDM bulletin board.
7. If it is deemed necessary to change the day of a regularly scheduled meeting, the Principal will notify the staff and public of the change one week prior to the new date, with a date of agenda items to be submitted.

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 school council members may call a special meeting. The following steps must be completed by the chairperson when a special meeting is called:

- 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 items on the agenda may be discussed.
- Delivery of Notice The chairperson shall arrange for the notice to be delivered to each council member. The notice must be received twenty-four (24) hours prior to the meeting.
- Posting of Notice The notice for a special meeting shall be posted by the chairperson on the bulletin board in the main lobby of the school. The notice should be posted twenty-four (24) hours prior to the time of the meeting.

Article VII Conduct of Meetings

A. Quorum

A quorum of the school council shall be a majority (more than one-half) of the number of seats on the school council.

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 sessions.

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 sessions for the following reasons:

1. To discuss proposed or pending litigation by or against the council (KRS 61.810 (1) (f)).
2. To discuss candidates for a principal vacancy or conduct consultations in filling other vacancies (KRS 61.810 (1) (f)).

Before a closed session can be conducted, the following steps must be taken:

1. Announcement: Contents An announcement of the general nature of the subject to be discussed, and the specific section of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in council meetings.
2. Motion The motion to go into closed session must be made, passed by a majority of the 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 must be recorded in council minutes.

D. Materials Present at Council Meetings

1. The chairperson shall provide to all members:
 - The packet containing all items submitted for the inclusion on the agenda.
 - The packet containing all correspondence addressed to the council that he or she has received.
 - Monthly financial report from the central office.
2. The council secretary and all council members shall bring the binder that he or she uses to maintain copies of council's by-laws, policies, annual budget, monthly spending reports, and minutes.

E. Agenda

1. Anyone may submit items for inclusion on the agenda to chairperson/principal in writing approximately 2 weeks before the meeting. The principal shall maintain a complete file of these items.
2. The chairperson shall prepare a preliminary agenda for 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 a submitted item as not within school council authority.
3. Each agenda shall include the following items:

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

Item 2: Review and approval of previous meeting's minutes.

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

Item 4: Other items submitted.

4. The preliminary agenda shall be distributed to all staff members, school or community persons who submitted items in writing for inclusion prior to the meeting.
5. Setting of the final agenda shall be the first order of business conducted at each regular council meeting. 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 item can be introduced for discussion or inclusion on the agenda.

F. Discussion of Agenda Items

1. The school council shall discuss each agenda item 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, 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 Progress

1. 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 plan.
2. The school council, at the same meeting at which it was initially proposed for study, may approve no proposed policy.
3. All decisions and policies officially adopted by the Glenn O. Swing Elementary School Council will be reported to the Board of Education and superintendent through submission of approved council minutes to the SBDM district coordinator.

H. Alternative to Consensus

When a third suggestion of consensus fails, the council may be majority vote to:

- Vote to send the issue back to 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 council.

I. Criteria for Majority Vote

A majority vote of the council shall be taken after consensus fails three (3) 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 of votes shall be selected.
- b. The issue involves a number of persons to be employed in each job classification, the textbooks to be purchased, or the budget for or purchases of student support services.
- c. The issue is whether to continue to meet longer than ninety (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 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 in the agenda for the next regular meeting or special meeting and the decision may be made at that meeting by majority vote of the council. When voting, any abstention is counted with the majority vote.

Article VIII Minutes and Other Council Records

A. Minutes Kept and Approved

1. The secretary shall keep the 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 principal's office for public inspection and filed in the council's policy manual.
4. The council shall review the minutes of each meeting, making amendments and officially approving them. The minutes shall be available for inspection at the close of the meeting. 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 within seventy-two (72) hours of the adjournment of the meeting.
6. The principal will forward an official copy of the minutes to the SBDM District Coordinator.
7. A copy of the official minutes will be posted on the bulletin board in the front lobby of the building 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 Principal's Office:

- School Council Members
- Committee Minutes
- School Planning Document (State Assessment Scores, Needs Assessment, CSIP)
- School Council Policies and By-Laws
- School Council Budget Documents not in the School Plan

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 10 cents per copy, unless the request is for the School Planning Document.
3. The fee for a copy of the School Planning document shall be the school's cost for one copy, as per printing records.
4. The requested records must be provided to the person making the request within three (3) business days.
5. The school council secretary shall make or provide copies of requested documents at the principal's or chairperson's request.
6. School council records will be available for inspection during the hours the principal's office is open.
7. 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 (3) working days of the request. As a general rule, records, other than files on individual students and employees, are open to public inspection.

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 grievance issue.

D. Decision

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

Article X Amendments

A. Amendments to Council By-Laws

These by-laws may be amended after a first and second reading at two consecutive council meeting by the decision making process defined in Article VII, Section G of these by-laws.