

**MARION C. MOORE SCHOOL  
SCHOOL-BASED DECISION MAKING COUNCIL**

**PURPOSE**

The purpose of the Marion C. Moore School Council shall be to address the academic, social and emotional needs of our students by setting school policy consistent with state law that will enhance student achievement and help the school meet its required educational goals. The council will assess, monitor and evaluate the policies and progress of Marion C. Moore School.

**I. Council Membership**

**A. Composition**

The Marion C. Moore SBDM School Council shall be made up of six (6) teachers, four (4) parents, an assistant principal and the principal/administrator. Teacher and parent representatives will be elected by their constituent groups.

Three (3) teachers will represent the High School side of the building, and three (3) teachers will represent the Middle School side of the building. The principal shall serve as chairperson. None of the members shall have a conflict of interest pursuant to KRS Chapter 45A, except the salary to paid district employees.

**B. Eligibility**

**Teachers:** All certified full-time 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 KRS160.345, parent representatives (including parents, stepparents, foster parents, or legal guardians) to the SBDM Council shall have a child enrolled or preregistered to attend the school during the term of office. Parent representatives shall not be employed at Marion C. Moore or in a district administrative office. Parent representatives must not have a relative (father, mother, brother, sister, husband, wife, son, daughter, uncle, aunt, son-in-law, daughter-in-law) employed at Marion C. Moore or in a district administrative office. A parent must not be a school board member or a spouse of a school board member.

**C. Selection Process**

**Teachers:** All full time and part time teachers (including counselors) Assigned to the school may participate in the selection process. The selection process will be completed by the second week of school, with the results being reported in writing to the principal. Teacher members must be elected by a simple majority vote. An election committee chaired by a JCTA representative and teacher volunteers shall determine election procedures. The election committee should develop written procedures for the following: accepting nominations, ballot, the election, and what to do in case of ties.

**Parents:** All parents (including parents, stepparents, foster parents, or legal guardians) who have student(s) preregistered to attend or enrolled in the school are eligible to participate in the parent elections. The PTSA Board shall be responsible for determining the election procedures, conducting the election and notifying the principal in writing of the parents elected to the SBDM Council.

**Minority Representation:** KRS 160.345 requires that schools having more than eight percent minority student population have minority representation to the SBDM Council. If this is not obtained in the initial election for Marion C. Moore 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.

**Administrator:** All assistant Principals and the Principal shall vote on the second administrator representative to the council. The selection will be completed by the second week of school, with results being made public.

**Vacancies:** If an SBDM Council Member resigns or is removed from office (pursuant to KRS 160.347), 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, the business of the Council will continue when a quorum is established.

**D. Terms of Office**

The terms of office for teacher and parent representatives to the SBDM Council will begin on September 1<sup>st</sup> and end on August 30<sup>th</sup> of the next year. Each term of office for teacher and parent representatives is two years in length and on a rotational basis. Teachers elected to the school council shall not be involuntary transferred during his/her term.



## II. Responsibilities of SBDM Officers and Council Members

A. **Officers:** The principal shall serve as chairperson. At the first regular meeting of the council a vice-chairperson shall be selected from the Council members by Council Members. The vice-chairperson shall serve in the absence of the chairperson. If the vice-chairperson resigns his/her position, the council will conduct an election at the next meeting to fill the position. The principal's secretary or his/her designee will serve as the Council's secretary. This is a non-voting position.

### B. Responsibilities of Officers

**Chairperson:** The principal shall serve as chairperson as required by KRS 160.345. Responsibilities of the chairperson include the following:

1. Announcing and distributing meeting notices;
2. Preparing and distributing the meeting agendas;
3. Facilitating the SBDM Council Meetings;
4. Implementing the actions of the council;
5. Maintaining an open, permanent file of meeting minutes.
6. Attending mandatory SBDM training each year (3 hours of veteran members and 6 hours for first-time members).

**Vice-Chairperson:** The vice-chairperson shall have the following responsibilities:

1. Presiding of Council Meetings in the absence of the chairperson;
2. Overseeing the facilitation of committees assigned by the SBDM Council;
3. Attending mandatory SBDM training each year (3 hours of veteran members and 6 hours for first-time members).

**Secretary:** The secretary shall have the following responsibilities:

1. Keeping an accurate reflection (record) of the SBDM Council Meeting and all actions taken by the Council;
2. Once approved, maintaining the minutes of the meeting, seeing that members receive copies of the minutes and adhering to open records requirements.

**C. Responsibilities of the Council Members**

Responsibilities of the members include the following:

1. Attending all regular and special meetings of the Council;
2. Considering the needs of all students when making policy decisions;
3. Communicating with constituents about Council decisions;
4. Attending mandatory SBDM training each year (3 hours of veteran members and 6 hours for first-time members).
5. Serving as an active member of a committee and the liaison between the committee and the Council.

**III. Council Meetings**

- A. **Regular Meetings:** The principal shall call the first meeting of the School Council. At this meeting, the SBDM Council shall determine all regularly scheduled meeting times, dates, and locations for the year. The council will not meet in July unless it is necessary for special call meeting(s). Notices for the regular meetings will be provided to the media through the District Office Designee. Teachers will be given a written schedule of regular meetings and parents will be notified through the school's newsletter. Meetings shall not last longer than one and one half (1.5) hours unless a motion is made, seconded, and passed to extend the meeting. The motion shall include the length of the extension.
- B. **Special Meetings:** In the event a special meeting is needed, the principal, or a majority of the other members may call a meeting. During special meetings the SBDM Council may discuss only those issues listed as the purpose of the meeting. Whoever calls the meeting has the responsibility of notifying all members in writing at least twenty-four (24) hours in advance and must follow open meeting requirements.
- C. **Open/Closed Meetings:** All SBDM Council meetings at Marion C. Moore School shall be open to the public. The SBDM Council may go into closed session from the open meeting under the following circumstances: To discuss proposed or pending litigation by or against the Council and to discuss candidates for vacancies. The council must reconvene in open session to make a decision on an issue.
- D. **Cancellation:** A regular council meeting may be cancelled by a majority of the council. In the event school is cancelled or dismissed early due to inclement weather, the SBDM Council meeting will be cancelled.

#### **IV. Conducting a Meeting**

- A. Quorum:** In order for the Council to take action, a quorum must be present. A quorum is reached when a majority of the members (7) of the Council are present. A parent representative must be present to have a quorum.
- B. Agenda**
1. Council members may add items to any regular meeting agenda by contacting the chairperson 48 hours in advance of a meeting. Special called meetings may not have additions;
  2. Teachers and parents who are not on the council may recommend items for the agenda by contacting a Council member within 48 hours in advance of a meeting. The person making the recommendation must attend the council meeting when the item is to be addressed;
  3. Agenda items may be added at the meeting with Council approval;
  4. The agenda shall be distributed to Council members at least 48 hours in advance of the meeting. The agenda will also be available and posted in the school office.
- C. Input from Non-Council Members**  
Those who are in attendance at the Council meetings shall be provided an opportunity to discuss issues under consideration by the Council by the following procedures:
1. Input will be allowed before the Council makes its decision;
  2. A person who has recommended an item on the agenda shall be given the opportunity to speak first on the issue.
  3. A sign-in sheet will be provided for parties interested in speaking on an issue.
  4. As each topic is discussed, the chairperson will call on speakers in the order they signed the sign in sheet with a limit of three (3) speakers per topic. Each speaker is limited to three (3) minutes.
- D. Decision-Making Process**  
The primary method of decision making shall be consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide everyone ample opportunity to be heard, and make a final choice that can be supported by the group. If a consensus cannot be reached, the majority rule process will be used to make the decision. Decision by majority rule

shall require a simple majority of the Council members present. A tie vote will result in no action.

Amendments to these bylaws shall occur by this process.

## **V. Council Records**

### **A. Minutes**

1. Written Minutes of each regular and special called meetings of the Marion C. Moore School SBDM Council will be kept as open, permanent record of the actions and votes taken by the council at each meeting.
2. The minutes shall include the names of those in attendance and an accurate account of any actions taken by the Council.
3. Adopted policies or other written material (Comprehensive School Improvement Plan, budget, committee reports, etc.) shall be attached to the minutes of the meetings when the action occurred.
4. A draft of the minutes to be approved shall accompany the meeting's agenda.
5. The Council will review a copy of the minutes, make amendments and approve them at the next meeting.
6. Copies of the approved minutes shall be kept on file in the principal's office and forwarded to the superintendent/designee

### **B. Request for Council Records**

SBDM Council Records are available for inspection during the hours of operation of the principal's office. Requests for copies of the School Council records must be made to the principal. This request must include specific dates and documents. Within Three (3) days of receiving the request, the principal will provide the requested records or a written explanation of why these will not be provided. The cost of copying the records is 10 cents per page.

## **VI. Bylaws and Policy Development and Amendments**

When making policy, the Council shall comply with federal and state law and regulations and board policy where applicable. The Council must adopt a policy or bylaws before the policy is official. All policies and amendments to the bylaws shall require two readings before they are adopted. No policy or bylaws shall be adopted by the Council at the meeting in which it is introduced.

## **VII. Appeals of Council Decisions**

- A. For a person to appeal a decision of the Council, he/she must first request, in writing, an opportunity to be heard and shall include information about the issue.
- B. The Council shall schedule a hearing within thirty (30) days from the date of the request. The person bringing the appeal shall be given written notification of the hearing date and time.
- C. The parties may be represented by legal counsel and may call witnesses relative to the appeal.
- D. The Council shall consider the merits of the complaint, and make a decision and respond, in writing, to the complainant.
- E. A copy of the reply shall become a part of the official minutes of the Council.
- F. If the matter is not satisfactorily resolved within no longer that ten (10) calendar days of the hearing, an appeal may be submitted in writing to the superintendent/designee who will refer it to the District's SBDM Appeals Board (Policy BLCC).

## **VIII. Removal of a Council Member**

- A. A member of an SBDM Council may be removed by the Kentucky Board of Education if he/she engages in a pattern of practice that circumvents or is detrimental to the process (KRS 160.345 (9)).
- B. A member of the School Council may be removed for cause, after an opportunity for 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 & KRS 160.347).

## **IX. SBDM Council-Assigned Committees**

- A. The SBDM Council at Marion C. Moore School will utilize an ad-hoc 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. Each committee must have at least one faculty SBDM representative.
- C. Ad-hoc committees shall be formed and dissolved by the Council as needed. The Council will determine the needed standing committees and the responsibilities of these committees each year at their first meeting.
- D. Each committee shall determine the frequency and agenda of meetings. 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.
- E. The Council shall establish ad-hoc committees to accept specific assignments. The Council will develop specific responsibilities for each ad-hoc committee.
- F. Committees have the responsibility to carry out tasks assigned to them by the School Council. Committees may research issues, gather school wide input or prepare drafts for the SBDM Council.
- G. Decisions of the SBDM assigned committees shall be made by consensus. In the event consensus cannot be reached, a majority vote will be used to decide the issue.
- H. Committee chairperson/designee must report (both oral and written) to the SBDM Council as requested by the Council.