

## ARTICLE I PURPOSE

The purpose of the John G. Carlisle 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 John G. Carlisle. The council shall create an environment that will enhance student achievement in the school.

## ARTICLE II MISSION

### **Mission:**

It is the mission of John G. Carlisle Elementary School to inspire and prepare our students to excel academically and emotionally.

### **Vision:**

Empowered, Goal Oriented, Safe, Collaborative, Productive, Supportive

## ARTICLE III MEMBERSHIP

### A. COMPOSITION

1. The school council shall consist of the principal, three teachers, and two parent members.
2. If the minority enrollment at the school reaches eight percent or more as of October 1 preceding the start of a new council term, and there is no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council.
3. In the event a special election is needed; the teachers shall elect a minority teacher from the school's staff. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interest of the minority students in the school.
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.

## 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 endorse trainer. Experienced members (those with more than one year of service) must complete three (3) hours of training from Kentucky Department of Education endorse trainer provider each year.
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 one school. Guidance counselors shall serve as a teacher council member however; principals or assistant principals may not serve as teacher council members.
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 John G. Carlisle or be the father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law of someone employed at John G. Carlisle or in the district administrative office.

## B. ELECTIONS

1. Parent Members: Parents conduct their own elections as per KRS 160.345. Annual elections shall be conducted during the first fifteen days of May by the largest parent organization formed for the purpose of electing two parent council members. The president of the organization will notify the principal in writing of the two parents elected within 24 hours of the final vote.
2. Minority Parent Members: If John G. Carlisle 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 the 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 secret ballot and the FRC director, Assistant Principal and a parent selected by the FRC director to count the votes. The nominee with the most votes shall be the minority parent council member.

3. Teacher Members: Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted during the first fifteen days 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 shall use to elect their representatives is as follows:
  - Nomination. Any teacher may nominate himself, herself, or another teacher for the office of teacher member by signing a letter of nomination and submitting it to the principal on or before May 15th of an election year.
  - Preparation of Ballot. The principal shall ask each person nominated to sign a nomination consent form stating that he or she is willing to serve on the council if elected and that he or she meets the qualification listed in Section B above. The principal shall then prepare a sample ballot form that lists alphabetically the names of all those nominated, willing, and eligible to serve and distribute that sample ballot to all teachers at the school no later than one prior to the actual election.
  - Elections. Teacher members shall be elected during the first fifteen days of May. At the time of the election, all teachers shall convene in a room designated by the principal. Each teacher shall be given a ballot listing the same names as were found on the sample ballot and shall vote for the number of seats that are then vacant. The teachers shall appoint two teachers representatives to collect the ballots and count them in the room. Once the ballots are counted, the two teacher representatives will announce the results prior to the teachers adjourning. Any person or persons receiving a simple majority (more than one half) shall serve as a council member for the term elected.
  - Procedures If a Majority Is Not Received. If fewer candidates receive a majority of votes than the number needed to fill the open seats, the person getting the fewest number of votes shall be removed from the ballot, and the teachers shall vote again for the number of persons needed to fill the remaining vacancies. Any person receiving a majority of votes shall be deemed elected. This process of removing one name shall be repeated as often as necessary to elect candidates by majority to all open positions.
4. Term Limits. No term limits shall be imposed on school council members.

### C. REMOVAL OF MEMBERS

1. According to KRS 156.132, the commissioner of education may recommend removal of a school council member who he or she 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 commissioner of education 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 school council. KRS 160.347.

### D. REMOVAL OF MEMBERS

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.

## E. TERMS OF MEMBERS

Parent and teacher members are elected for a one-year term that shall begin July 1 and end on June 30. Between the date of the elections and July 1, 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 each July by council members and shall serve for one year. Re-election is permitted.
- Except for the office of Secretary, if a vice chair resigns his or her position; the council shall conduct a vote at the 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 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. Duties as the chair include:
  - Conducting school council meetings
  - Compiling and distributing the agenda 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 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 selected by the council to keep minutes of all council meetings and to maintain council records. The secretary does not have to be a member of the council, but must be willing to perform the duties of the office.

## E. COUNCIL MEMBERS

- Duties of the council members include:
  - Knowing and adhering to the mission, philosophy, and goals of John G. Carlisle
  - 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

## 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 a council resource for gathering data and information and making recommendation to the John G. Carlisle Council.

### B. APPOINTMENT OF 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 only through the process of amending the by-laws.

### C. MEMBERSHIP & ELECTION OF CHAIR

1. All certified staff shall participate in the shared decision making process at John G. Carlisle by serving on committees in their areas of interest or where their expertise is needed.
2. Representatives from the faculty, support staff and parent shall be invited to serve on the committees.
3. Committee membership is open to interested persons.
4. Committee membership shall have a minimum of 5 members but shall be limited to 15 persons 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 year or until the committee is dissolved.

## 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.

### D. 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 revise drafts of school council policies.
4. Committee chairs or their designees will report at each regular council meeting, or as requested by the school council.
5. Committee chairs shall provide the council secretary with written minutes of their meetings no later than 5 days after the meeting occurred.

### E. MEETINGS

1. Committees shall carry out tasks assigned to them by the school council.
2. Each committee shall choose the time, place, agenda, and schedule for the meetings.
3. Committees must comply with all provisions of the Open Meeting and Open Records laws as required by KRS 160.345

### F. STANDING COMMITTEES

1. Standing committees for John G. Carlisle shall include the Instructional Leadership Team, Writing Committee, and the Student Support RTI Team.
2. Continued need for standing committees will be reviewed and confirmed by the school council each August at their regularly scheduled meeting.
3. A list of standing committee, a brief description of their purpose, and a list of each committee's membership shall be contained in appendix A of this document.

## ARTICLE VI SCHEDULE OF MEETINGS

### A. REGULAR MEETING

1. John G. Carlisle's SBDM Council will determine the date and time of its regular monthly meetings for the entire year at its June meeting. Council meetings shall be open to the public. Meetings will begin at 4:00 p.m. and shall not exceed 90 minutes. If all items on the agenda have not been adequately discussed after 90 minutes, the council may decide by a 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 John G. Carlisle in the Principal's office or if needed in the Teacher Resource room.
3. The principal shall provide the district SBDM coordinator of the council's regular meeting schedule for the year in July.

4. The principal shall notify parents of council meetings each month using the school calendar which is distributed to all parents. The One Call system will also be used to notify parents of the SBDM meeting the Friday before the meeting.
5. The principal shall announce the meeting to parents by memorandum at least three days in advance of the meeting. The notice shall include the agenda.
6. The principal shall notify staff and the public by posting the agenda on the SBDM Bulletin board 24 hours prior to the meeting.
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 date, with a date for agenda items to be submitted.

## B. SPECIAL MEETING

If the council needs to meet between the 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 following steps must be completed by the chairperson when a special meeting is called:

1. 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. Only the items on the agenda may be discussed.
2. 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 hand; FAX machine, email, or mail but the notice must be received at least 24 hours prior to the time of the meeting.
3. Posting of Notice: The notice for the special meeting shall be posted by the chairperson on the bulletin board in the Teacher's Lounge and a place where the public can view it at least 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 council members. No council business shall be discussed or conducted unless a quorum of council members is present.

### B. ATTENDANCE

Council meetings are open to the public and all interested persons can attend, except for those portions that are conducted at 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 session for the following reasons:

- To discuss proposed or pending litigation by or against a council member [KRS 61.810(1)(c)]; or
- To discuss candidates for a principal vacancy or conduct consultation in filling other vacancies [KRS 61.810(1) (f)]

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

- **Announcement:** 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.
- **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
- **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.
- **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 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
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, polices, annual budget, monthly spending reports, and minutes.

#### E. AGENDA

1. Anyone may submit items for inclusion on the agenda to the principal in writing by the Monday prior to a regularly scheduled council meeting. The principal shall maintain a completer file of these items.
2. The chairperson 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.
3. Each agenda shall include the following items:
  - Item1: Setting of the final agenda for the current meeting.
  - Item2: Review and approval of previous meeting minutes.
  - Item3: An opportunity during the course of the meeting for school or community persons to address the school council.
  - Item4: 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. A copy of the preliminary agenda shall be mailed to local news media.
5. 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. Motion and vote of the council shall approve the agenda. 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. 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 call 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 an ad hoc committee for further study as deemed necessary by the council.

## G. DECISION MAKING PROCESS

1. Unless otherwise specified by these by-laws, 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 schools mission and purpose to improve the instructional program and/or further the goals in the school's comprehensive school improvement plan.
3. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study.
4. All decisions and policies officially adopted by the John G. Carlisle 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 .

## H. ALTERNATIVE TO CONSENSUS

When a third suggestion of consensus 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:

1. The issue involves the selection of a new principal: the council shall vote and the candidate receiving the majority shall be selected.
2. 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;
3. The issue is whether to continue to meet for longer than 90 minutes.
4. The federal or state government or the Covington 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
5. 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 the 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. MINTUES KEPT AND APPROVED

1. Minutes shall be kept for each meeting of the school council.
2. The minutes shall reflect an accurate record of actions and votes taken at a council meeting.
3. 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 principal's office for public inspection and filed in the council's policy manual.
4. The minutes of the school council shall not be official until they are reviewed and approved by the council.
5. A copy of the minutes for all council meetings will be provided to certified and classified staff in written form after the approval of the minutes by the SBDM council.
6. A copy of the minutes will be emailed or mailed to parent council members prior to the next meeting for their review, and after they become official for their records.
7. The principal will forward an official copy of the minutes to the superintendent and SBDM District Coordinator.
8. 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 library.

- School Council Minutes
- Committee Minutes
- Consolidated Plan (KPREP scores and Needs Assessment)
- 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 shall be 10 cents per copy unless the request is for the Consolidated Plan document.
3. The fee for a copy of the Consolidated Plan 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 business days.
5. The school council secretary shall make or provide copies of requested documents at the principal's request.
6. School council records will be available for inspection during the hours the school's principal's office is open (-8:00 a.m. - 3:15 p.m.).
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

### 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

The 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 registration.

### C. HEARING

The person appealing may be represented by legal council 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 to the complaint in writing.

**E. REPORT**

A copy of the written grievance or appeal, and a written reply by the council shall be provided to the superintendent within (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 meetings by majority vote of the school council.