

Garth Elementary School

School Council By-Laws

INTRODUCTION

Garth Elementary School entered into School-Based Decision Making (SBDM) in the Spring of 1997. Elected teacher representatives included Marcy Button, Martin Hendrix, Barbara Mason, and Carole Sefcovic; elected parent representatives included Mary Virginia Croley, Robert Culbertson, and Patsy Nicholson; and Donald Beaven, Principal and Chairperson. By-Laws were formed and a rough draft was provided each council member. Over several meetings these were refined and were published during the Summer of 1997. During May 1997 representatives for the 1997-98 school year were elected and include: teacher representatives Marcy Button, Barbara Mason, and Carole Sefcovic; parent representatives Robert Culbertson and Patsy Nicholson; and Donald Beaven, Principal. By-Laws and policies were studied and updated in 2003.

ARTICLE I. PURPOSE

The purpose of the Garth 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 Garth Elementary School.

ARTICLE II. MISSION

Our Mission is to enable students to become independent learners, decision-makers, and effective communicators. While attending Garth Elementary students will feel worthwhile, become positively motivated toward learning, and acquire the basic skills they will need to become productive citizens. Students will learn to successfully accommodate change in a rapidly expanding and integrated world.

ARTICLE III. MEMBERSHIP

A. COMPOSITION

1. The school council shall consist of the principal, three teacher members, and two parent members.
2. If the school reaches 8 percent or more minority student enrollment, 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, 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.
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.
5. Although there is no provision 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 Student Council may designate a student council representative, and the support staff of the school (office, cafeteria, custodians, instructional assistants) may conduct an election for a support staff representative to attend all council meetings as ex officio members.

B. REQUIREMENTS FOR MEMBERSHIP

1. All Members: No one may serve on the school council who has a business interest in the school as designated by KRS 45A.340. 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. In the event the council must select a principal, the council is required by law to obtain training in the recruitment and interviewing prior to beginning the principal selection process.
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. Counselors may serve as teacher council members. Principals or assistant principals may not serve as teacher council members, nor vote in teacher elections.
3. Parent Members: The legal definition of parent (KRS 160.345 1.c.) allows biological parents, stepparents, foster parents, or persons who have court ordered legal custody to be nominated or to vote. According to the law, parents who are nominated or who wish to vote must have a child "preregistered to attend" the school for next year. If a child is in preschool this year and will attend our school next year, the parents of that child would be eligible to be nominated, or vote in the election for next year's school council. Parents of 5th graders who are exiting our school need to be nominated or vote in the middle school election.

Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative offices. An Attorney General's Opinion [OAG 90-102] says that "relative" as used in this section should have the same definition found in KRS 160.180 and KRS 160.380 that applies to school boards. This means that a parent who is a "*father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law*" of someone who works at the school or in the district administrative offices could not be a parent council member. Parent members cannot be a board member or a board member's spouse, nor can they have a business interest in the school.

C. ELECTIONS

1. Parent Members: Parents conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May by the school's PTO for the purpose of electing two parent council members. Parent elections may be by plurality vote (one parents with the highest number of votes) unless PTO bylaws require a majority vote. The president of the PTO shall notify the principal in writing of the one parents elected within 24 hours of the final vote, and shall deliver all election materials to the principal the next business day after the election.
2. Teacher Members: Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted each April for the purpose of electing three teacher council members. Teacher members must be elected by a simple majority (one half plus one) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas:
3. 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 March 15.
4. Preparation of Ballot: The principal shall ask each person nominated to sign a letter stating that he or she is willing to serve on the council if elected and that he or she meets the qualifications listed 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 not later than April 30.
5. Elections: 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 principal shall collect the ballots and count them in the room, announcing the results before the teachers adjourn. Any person or persons receiving a majority on this ballot shall serve as a council member in the coming year. If fewer candidates receive a majority of votes than the number needed to fill the open seats, the person getting the smallest 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.
6. Term Limits: School council members can serve up to two consecutive terms as long as they meet the eligibility requirements.
7. Principal Role in SBDM Elections:

Other than conducting the election for the minority teacher and parent members in the event the school is required to do that, principals are not given a role by statute in school council elections. Principals can assist the teachers or parents if requested to do so with logistics such as opening the building, providing space in the building, and assisting PTA or PTO and teachers with communicating election meeting times and dates. Principals should not be involved in setting or monitoring election procedures,

nominations, balloting, or counting votes. The principal is the custodian of records for the school, and must keep the official records from the parent and teacher elections for at least three years.

8. Electing a minority parent member: When Required. If the school has 8% or more minority enrollment on October 1, we must have at least one minority member after our next elections. If the principal is a minority member as defined above or if any elected parent or teacher member is a minority member as defined above, no further election is required. Otherwise, a minority parent and an additional teacher shall be elected. Minority Parent Members. Minority members must be American Indian; Alaskan native; African American; Hispanic, including persons of Mexican, Puerto Rican Cuban, and Central or South American Origin; Pacific Islander; or other ethnic group underrepresented in the school or parent of a minority Student. Parent minority members must meet the other qualifications for parent members listed above. Minority Parent Election. By May 15, the principal shall notify all parents in writing of the date, time, and place he or she has selected for an additional election. At that time, those parents shall nominate candidates and elect one additional parent minority member by plurality. In the event of a tie vote for the highest vote-getter, a run off will be held between the people who were tied.
9. Electing an additional teacher: When Required. If the school has 8% or more minority enrollment on October 1, our council must have at least one minority member after the next elections. If the principal is a minority member as defined above or if any elected parent or teacher member is a minority member as defined above, no further election is required. Otherwise, a minority parent and an additional teacher shall be elected. Minority Teacher Qualifications. Minority Teacher members must be American Indian; Alaskan native; African American; Hispanic, including persons of Mexican, Puerto Rican, Cuban,. and Central or South American Origin; Pacific Islander; or other ethnic group or has a child that is a minority underrepresented in the school. They must also meet the qualifications for teacher members listed above. Minority Teacher. If the school has one or more minority teachers, an election for minority teacher member shall be held on the last school day in May. Nominations shall be due the preceding Thursday, and all other steps in the process shall be carried out according to the teacher election procedure described in the teacher election section of these by-laws. If no minority teacher is willing to serve, no teacher member shall be added to the council. Additional Non-Minority Teacher. If the school has no minority teachers, an election for an additional teacher member of the council shall be held on the last day of school in May out according to the procedure described elsewhere in these by-laws.

D. REMOVAL OF MEMBERS

1. According to KRS 156.132, the commissioner of education may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.
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 member of the school council. KRS 160.347

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, and be eligible for re-election.

F. TERMS OF OFFICE

One parent member and one teacher member shall be elected in each odd-numbered year. One parent member and two teacher members shall be elected in each even-numbered year. All members shall serve from July 1 of the year when elected until June 30 two years later. To initiate this system, an election will be held in the spring of this school year in which candidates will be asked to choose whether to run for an odd-numbered year or even numbered year seat. In the event that elected council member can not fulfill their term the replacement will just stay for the reminder of the original term.

ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. ELECTION OF OFFICERS

1. Officers shall include Chair, Vice Chair, and Secretary.
2. 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.
3. Except for the office of secretary, if a vice chair resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.
4. 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 an alternative model can be sought by the school council. A faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

B. CHAIR/PRINCIPAL:

The principal shall be the primary administrator and the instructional leader of the school with responsibility for the following:

1. Providing the council information about the school.
2. Securing & providing support services (copying services, telephone, data processing and secretarial assistance).
3. Representing the school council with the Board of Education and press.
4. Publishing and disseminating the agenda for council meetings.
5. Provide facilities for meetings.
6. Facilitating and monitoring council elections.
7. Completing and disseminating summary reports.

8. Implementing public relation strategies.
9. Promoting the council as a significant school entity.
10. Provide all members of the council with copies of all school-wide test results within three school days after those results are delivered to the school
11. Keep a file of all-correspondence addressed to the council and remove items from that file, only after they have been brought to two regular council meetings.
12. Report on all school spending, other than staff salaries and benefits, through the last day of the previous calendar month, at each regular council meeting.
13. Be the official custodian of council records.
14. Exercise any other responsibility specified in these by-laws.

C. VICE-CHAIR

1. Presiding over council meetings in the absence of the chair
2. Calling a special meeting of the council in the event a principal vacancy occurs
3. Conducting meetings necessary for the principal hiring process to take place
4. Shall serve as gatekeeper and timekeeper at council meetings.

D. SECRETARY

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

1. Secretary is not an elected member of the council and has no decision making power.
2. Secretary shall attend all council meetings and work sessions.
3. Secretary shall record, print and distribute to council members minutes of the meeting.
4. Secretary shall prepare, print and distribute a summary report to the staff of Garth Elementary, publish summary in the monthly school newspaper and to the community at large as appropriate. This will assure communication to the community.
5. Secretary shall notify local newspaper of the date and time for each council meeting. These announcements must be presented to the newspaper at least five days before the scheduled council meeting.
6. Secretary is responsible to the elected chairperson.
7. Secretary is to adhere to council members code of ethics.
8. Secretary shall be paid a stipend, as determined by the council in the budget.

E. COUNCIL MEMBERS

1. Knowing and adhering to the mission, philosophy, and goals of Garth Elementary School
2. Attending all council meetings, both regular and special
3. Encouraging and requesting opinions from their constituencies
4. Supporting, promoting, and communicating council decisions
5. Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council
6. Determination of curriculum, including needs assessment and curriculum development.
7. Assignment of all instructional and non-instructional staff time.

8. Assignment of students to classes and programs within the school.
9. Determination of the schedule of the school day and week, *subject* to the beginning and ending times of the school day and school calendar year as established by the local board.
10. Determination of use of school space during the school day.
11. Planning and resolution of issues regarding instructional practices.
12. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, and principal.
13. Selection of extracurricular programs and policies relating to student participation based on academic qualifications, attendance requirements, program evaluation and supervision.
14. Procedures for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with board policy.
15. Procedures to assist the council with consultation in the selection of personnel by the principal, including but not limited to, meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation.
16. Facilitating participation of interested persons, including, but not limited to, classified employees and parents and shall include the number of committees, their jurisdiction, composition, and the process for membership selection.
17. Other issues to provide an environment to enhance students' *achievement* and to meet the goals set by KRS 158.645 and 64S1. If the council makes a policy that *fits this* area but not any of the areas listed in 1-11 above, that policy must be consistent with board policy.

Other Responsibilities:

The council shall also:

1. Determine the number of persons to be employed in each job classification at *the school*.
2. Determine which textbooks shall be used at the school.
3. Determine which instructional materials shall be used at the school.
4. Determine what student support services shall be provided in the school.
5. *Determine* the professional development to be paid for out of the council's allocation.
6. Adopt a school improvement plan that meets the requirements set in board policy.
7. Determine the organization of our ungraded primary program.
8. Select a new principal for the school.
9. At least one site-base member shall be in attendance with principal during interview process and selection of person (including in-school transfers) to fill school vacancies.
10. Each school council shall annually review CATS data on its students' performance and adopt a plan to ensure that each student makes progress toward Kentucky's Learner Goals
11. Carry out any other responsibilities assigned to the council by board policy or state law.

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.
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.
2. Standing committees can be dissolved only through the process of amending by-laws.

C. MEMBERSHIP & ELECTION OF CHAIR

1. All certified staff may participate in the shared decision making process at Garth Elementary School by serving on committees in their areas of interest.
2. Each committee shall consist of representatives from the faculty, support staff, parents, and students.
3. Committee membership is open to interested persons.
4. Committee membership will be determined by posting sign up sheets in the school and community, and notifying teachers and parents in writing of their committee appointment. Teachers or parents who volunteer to serve on a particular committee through the sign-up process below shall be considered appointed to the committee.
5. Committee membership shall be limited to 15 persons, as the discretion of the school council.
6. Principal shall elect a chairperson who shall serve for a term of no longer than one school year.

D. DECISION MAKING

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

E. DUTIES

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 once per semester, or as requested by the school council.

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

F. MEETINGS

1. Each committee shall choose the time, place, agenda, and schedule for their meetings.
2. Committees must comply with all provisions of the Open Meetings and Open Records laws.

G. STANDING COMMITTEES

1. Standing committees for Garth Elementary School shall include: People, Places, Programs, and Policies.
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 committees, a brief description of their purpose, and a list of each committee's membership shall be filed with council chairperson.

ARTICLE VI. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

1. The regular monthly meeting of the Garth Elementary School Council shall be the second Monday of every month. Council meetings shall be open to the public. Meetings will begin at 4:30 p.m. and end at 6:00 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 the Garth Elementary School.
3. The principal shall provide local news media of the council's meetings.
4. The principal shall notify teachers three days in advance of each council meeting during the morning announcements on the school PA system, to include the time, place and agenda items.
5. The principal shall notify the public by notice posted on the bulletin board in the school foyer at least three days in advance of the meeting.
6. Principal shall provide agenda to council members three days prior to meetings.

B. CALLED/SPECIAL MEETINGS

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 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, 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 school foyer at least 24 hours prior to the time of the meeting.

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

ARTICLE VII. CONDUCT OF MEETINGS

A. QUORUM

A quorum of the school council shall be a majority (one-half plus one) of the council members. No council business shall be discussed or conducted unless a quorum of council members is present.

B. ATTENDANCE AT MEETINGS

Council meetings are open to the public and all interested persons can attend, except for those portions that are conducted as closed session.

C. CLOSED SESSIONS

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: information leading to rights of privacy, to discuss proposed or pending litigation by or against a council member [KRS61.810(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:

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

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.
Updated SBDM Technical Assistance Materials from the KDE web page.

E. AGENDA

1. Anyone may submit items for inclusion on the agenda to the chairperson/principal in writing on the standard form provided by the Monday prior to a regularly scheduled council meeting. The principal shall maintain a complete 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:
 - Setting of the final agenda for the current meeting.
 - Review and approval of previous meeting minutes.
 - An opportunity during the course of the meeting for school or community persons to address the school council (with request received in writing one week prior to regular council meeting). A limit of 5 minutes per non-council member up to a maximum time of 15 minutes per subject matter shall be allotted. (*Vice Chair will serve as gatekeeper and timekeeper*)
 - Other items submitted.
1. 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.
2. 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 wishes 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.

G. DECISION MAKING PROCESS

1. 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 transformation plan.
2. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study.
3. All decisions and policies officially adopted by Garth Elementary School Council will be reported to the board of education and superintendent through submission of approved council minutes to the SBDM district coordinator.
4. The school council will make decisions by consensus except as otherwise designated in the by-laws using the following guidelines:
 5. A motion and a second are made.
 6. After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.
 7. The chair will ask whether any member disagrees with that statement.
 8. If all members agree, the decision will be recorded as a unanimous decision in the council minutes.
 9. 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.

ARTICLE VIII. MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES 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. Minutes shall show the words of the motion or suggestion of consensus.
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 library 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 preliminary copy of the minutes for all council meetings will be provided to certified and classified staff in written form within 72 hours of the adjournment of the meeting.
6. The principal will forward an official copy of the minutes to the superintendent and SBDM District Coordinator, and keep an official copy on file in the school.
7. 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:

1. School Council Minutes and Agendas
2. Committee Minutes and Agendas
3. Consolidated Plan (CATS Scores, Needs Assessment)
4. School Council Policies and By-Laws
5. School Council Budget Documents not in the School Plan
6. School Council and Committee Membership Lists
7. Official correspondence

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 requested records must be provided to the person making the request within three business days (The attorney general ruled in 01-ORD-94 (May 2001) that the only days that are excluded are legal holidays and weekends. As a result, the fact that a school may be closed over the winter holidays or spring break and no one is in the office does not prevent the clock from running on the three-day response requirement.)
4. The school council secretary shall make or provide copies of requested documents at the principal's request.

5. School council records will be available for inspection during the normal bushiness hours.
6. The custodian of records for the school shall be the principal, and the principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered in this policy, in compliance with state guidelines and requirements.

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

A council shall schedule a hearing within thirty (30) working days form 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 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 writing the complaint.

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 meetings by majority vote of the school council.