

SAFFELL STREET ELEMENTARY SCHOOL SCHOOL-BASED DECISION MAKING BY-LAWS

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ARTICLE I.

ARTICLE II.

ARTICLE III.

ARTICLE IV.

ARTICLE V.

ARTICLE VI.

ARTICLE VII.

ARTICLE VIII.

ARTICLE IX.

ARTICLE X.

SAFFELL STREET ELEMENTARY SCHOOL SCHOOL-BASED DECISION MAKING COUNCIL BY-LAWS

PURPOSE

MISSION

MEMBERSHIP

A. COMPOSITION

B. REQUIREMENTS FOR MEMBERSHIP

C. ELECTIONS

D. FILLING VACANCIES

E. TERMS OF OFFICE

F. STANDARDS OF CONDUCT

G. REMOVAL OF MEMBERS

DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. ELECTION OF OFFICERS

B. CHAIR

C. VICE-CHAIR

D. SECRETARY

E. COUNCIL RESPONSIBILITIES

COMMITTEES

A. PURPOSE

B. APPOINTMENT OF COMMITTEES

C. COMMITTEE MEMBERSHIP

D. DECISION MAKING

E. DUTIES

F. MEETINGS

G. STANDING COMMITTEES

SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

B. SPECIAL MEETINGS

CONDUCT OF MEETINGS

A. QUORUM

B. ATTENDANCE AT MEETINGS

C. CLOSED MEETINGS
D. AGENDA
E. DECISION MAKING PROCESS
MINUTES AND OTHER COUNCIL RECORDS
A. MINUTES
B. OPEN RECORDS
APPEALS OF SCHOOL COUNCIL DECISIONS
AMENDMENTS

ARTICLE I. PURPOSE

The purpose of the Saffell Street 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 Saffell Street 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/MISSION

VISION:

Through a shared commitment of the home, community, and school, the vision of Saffell Street Elementary is to prepare students to be critical, independent thinkers and to apply a broad range of skills and knowledge to life experiences.

MISSION:

Acknowledging all students can achieve and succeed, the staff of Saffell Street Elementary shares the responsibility to educate all students in a positive, safe, and challenging learning environment in order to develop life-long learners.

Revised by SBDM Council April 19, 2012.

ARTICLE III. MEMBERSHIP

A. COMPOSITION

1. The school council shall consist of the principal, three teacher members, and two parent members (as required by KRS 160.345) and 1 non-voting, classified member.
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 (as required by KRS 160.345).
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 to represent the interests of the minority students in the school (as required by KRS 160.345).
4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher (as required by KRS 10.345).

B. REQUIREMENTS FOR MEMBERSHIP

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 within thirty (30) days of election to the council. Experienced members (those with more than one year of service) must complete three (3) hours of training within 120 days, from a Kentucky Department of Education endorsed trainer

provider each year (required by KRS 160.345).

When possible, the council will agree on a set of topics and seek shared training to expand their knowledge.

1. Teacher Qualifications: Teacher members must hold a position at the school that requires a state certificate and must not hold the position of principal, assistant principal, or head teacher. Teacher members may not have a conflict of interest as defined by KRS Chapter 45A, which deals with doing business with the district.

2. Parent Qualifications: Parent members must be the parent, step-parent, or foster parent of a child who will be enrolled at the school during one's term in office. Legal guardians are also considered parents if the child lives with them. Parent members may not have a conflict of interest as defined by KRS Chapter 45A, which deals with doing business with the district. Parents who work in our school, who work in the district administration office or who are parents, spouses, siblings, children, aunts, uncles, daughters-in-laws, and sons-in-laws of people working in our school may NOT serve. District employees in other schools may serve.

3. All personnel considered classified are eligible to be the non-voting classified representative on the SBDM Council. They must currently be employed at SSES.

C. ELECTIONS

1. Parent Member Elections: The PTO shall conduct Parent Elections in May. The parents of all children enrolled at the school or pre-registered to attend next year may vote. PTO officers shall develop written procedures for nominating candidates, processing and counting votes. The principal shall assist the parent-teacher organization in alerting parents to the election schedule. The president of the parentteacher organization shall notify the current council of the names of those elected in writing within 24 hours of the final vote.

2. Minority Parent Members: If the school has eight (8) per cent or more minority students enrolled as of October 1 of the preceding year, the principal shall conduct an election for a minority parent 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 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.

(Required by KRS 160.345)

3. Teacher Member Nominations: 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 teacher representative a week prior to election.

2

4. Sample Ballot: The teacher representative shall ask each person nominated to sign a letter stating that he/she is willing to serve on the council if elected and that he/she meets the qualifications listed above and as described by the

"Standards of Conduct". The teacher representative 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 two days prior to the election.

5. Voting: Teacher members shall be elected on a day selected in May. At that time, 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 teacher representative shall appoint nonvoting personnel to collect and count votes. Any person or persons receiving a majority (51%) on this ballot shall serve as a council member in the coming year. Each teacher will have a vote equaling the number of teacher member vacancies.

6. Procedure 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 smallest number of votes shall be removed from the ballot and the teachers shall again vote for the number of persons needed to fill the remaining vacancies. Any person receiving a majority (51 %) 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.

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

D. FILLING VACANCIES

1. Notice of Vacancy: When a council member resigns, is removed, or dies, a new member shall be elected to complete that term. The principal shall post a notice in the staff lounge and on the SBOM bulletin board stating that there is a vacancy and including the text of this subsection of the By-Laws. The principal shall also communicate this information to the president of the parent-teacher organization if the vacancy is for a parent member. These steps shall be taken within three school days after the principal learns of the vacancy.

2. Replacement teacher member election: Nominations shall be submitted to the Teacher representative within ten school days after the vacancy occurs, and the election shall be held five school days after that, following the procedure described in the teacher election section of these by-laws.

3. Replacement parent member election: The president of the parent-teacher organization shall call an election to be held not less than ten or more than twenty school days after the vacancy occurs. The principal shall cause notices of the election to be sent home with each student at the school and sent to the local paper.

4. Replacement minority member election: The principal shall implement the procedure described in the appropriate minority section of these by-laws.

E. TERMS OF OFFICE

The terms of parent and teacher members shall begin on July 1, for a term of two years if eligible, and end on June 30 of the second year. Between the date of the elections and July 1, members-elect are urged to attend all council meetings.

Members are eligible for reelection to consecutive terms. 2 teachers and 1 parent member will be elected to the council for a term of 2 years in odd school years; example 2011, 2013, 2015. 1 teacher and 1 parent member will be elected to the council for a term of 2 years in even school years; ex. 2012, 2014, 2016.

F. STANDARDS OF CONDUCT

1. Attendance: Members of the council shall attend all council meetings unless the absence is excused. Absences may be excused by the council for good cause. A member who has three unexcused absences shall resign.

2. Conflict of Interest: No member shall enter into any business dealing that creates a conflict of interest under KRS 45A.340, and any member who discovers the existence of such a conflict of interest shall resign.

3. Ongoing Eligibility: Any member who ceases to be eligible to serve on the council shall resign. Examples include teachers who transfer to other schools, parents whose children transfer to other schools, and any other change that makes a person ineligible for their position.

4. Improper Meeting: No combination of one half or more of the members of the school council shall meet to discuss council business without following the procedures for scheduling a meeting of the full council listed elsewhere in these by-laws.

5. Intentional Interference with School-Based Decision Making: No member of the council shall intentionally engage in a pattern of practice which is detrimental to the successful implementation of or circumvents the intent of school-based decision making to allow the professional staff members of a school and parents to be involved in the decision making process in working toward meeting the educational goals of the Kentucky Education Reform Act or to exercise the powers granted to councils by state law.

G. REMOVAL OF MEMBERS

A member who violates the Standards of Conduct and does not submit a written resignation from the council could be reprimanded or removed. There are two ways that could happen:

1. The Commissioner of Education can recommend removal for immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance, and then the local board of education holds a hearing into the charges to decide whether removal is warranted.
2. The Office of Education Accountability can investigate claims of intentional interference with school based-decision making. If OEA cannot resolve the issue, it is forwarded to the Kentucky Board of Education, which holds a hearing to determine whether the charges are valid. The first time the Kentucky Board finds a person guilty of such interference, the person will receive a reprimand. The

second time, the person can be removed from office.

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 that meeting to fill the position with another council member.

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 for council meetings
- Serving as official custodian of all council records
- Stating when a consensus is present for the record
- Coordinating standing and ad h_()c 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 the 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, after consultation with council

members, to keep minutes of all council meeting and to maintain council records.

E. COUNCIL RESPONSIBILITIES AND LIMITATIONS

Policy Responsibilities: The council shall set policy on:

1. Determination of curriculum, including needs assessment and curriculum development.
2. Assignment of all instructional and non-instructional staff time.
3. Assignment of students to classes and programs within the school.
4. 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.
5. Determination of use of school space during the school day.
6. Planning and resolution of issues regarding instructional practices
7. Selection and implementation of discipline and classroom management

techniques, including responsibilities of the student, parent, teacher, counselor, and principal.

8.. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision.

9. Procedures for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with district board policy.

10. 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.

11. Other issues to provide an environment to enhance students' achievement and to meet the goals set by KRS 158.645 and 6451. **If** the council makes a policy that fits this area but none any of the areas listed in items 1 - 8 above, that policy must be consistent with district 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 which 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. Consult with the principal before he or she selects persons to fill SBDM allocated vacancies, and set policy relating to the procedures for consultation, including but not limited to meetings, timelines, interviews, review of written applications, and review of references.

10. Carry out any other responsibilities assigned to the council by board policy or state law.

Limitations: The council shall not:

1. Recommend the transfer or dismissal of any member of the school staff.

2. Violate federal or state law or regulations.

3. Take any action that unreasonably risks the health or safety of students, staff, or others.

4. Take any action that exposes the council or the district to unreasonable risk or legal liability.

5. Authorize any purchase that exceeds the financial resources available to it.

6. Takes any action that violates contractual obligations already made by the district or the council to personnel and other providers of goods and services.

7. Exceed the responsibilities given to the council by state law or board policy.

ARTICLE V. COMMITTEES

A. PURPOSE

1. Standing and ad hoc committees are established to gain input from all stakeholders which may include certified and classified staff, parents, students, and community members (as required by KRS 160.365)
2. Standing and ad hoc committees shall serve as a council resource for gathering data and information and making recommendations to the school council.

B. APPOINTMENT OF COMMITTEES

1. Standing and ad hoc committees are formed and dissolved by the school council as needed (as required by KRS 160.365).
2. Standing committees can be dissolved only through the process of amending by-laws which requires two readings before the council.

C. COMMITTEE MEMBERSHIP

1. All certified staff shall participate in the shared decision making process at Saffell Street Elementary School by serving on committees in their area of interest.
2. Each committee shall consist of representatives from the faculty, support staff, parents, and students.
3. Standing committees membership is open to interested persons (as required by KRS 160.365).
4. Parents and teachers shall be notified in writing of established standing committees. Membership shall be determined by those expressing written notice to the school secretary or by sign-up sheets.
5. Committee membership shall be limited to twelve persons at the discretion of the school council.
6. Teachers and parents who volunteer to serve shall be notified in writing of their committee appointments.
7. Committees shall elect a chairperson from their membership who shall serve for a term of no longer than one year (as required by KRS 160.365).

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 shall report to council meetings 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 (as required by KRS 160.365).
2. Committees must comply with all provisions of the Open Meetings and Open

Records laws (as required by KRS 160.365).

G. STANDING COMMITTEES

1. Standing committees for Saffell Street Elementary School shall include:

@ Budget

@ Climate and Discipline

@ Academic Progress

@ Buildings and Grounds/Safety

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 contained in Appendix A of this document.

ARTICLE VI. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

1. At the first meeting of each council term, the council shall select at least one regular meeting date in each month through July of the next calendar year.

2. The principal shall provide local news media of the council's regular meeting schedule for the year in July, and provide notification of the council's meeting time at least ten days in advance of each regular meeting.

3. The principal shall notify parents of council meetings each month using the school newsletter or lunch menu.

4. The principal shall notify parents and teachers of council meetings three school days in advance of each meeting and include the time, place, and agenda items.

B. SPECIAL MEETINGS

If the council needs to meet before it's next regular meeting, the principal may call a special meeting. A special meeting may also be called by a majority of members of the council. Once the decision is made to call a special meeting, the following steps must be taken:

1. Content of Written Notice: The person or persons calling the meeting must prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for the meeting. No issue not listed on that agenda can be legally discussed at the special meeting.

4. Delivery of Notice: The person or persons calling the meeting must arrange for the notice to be delivered to every council member and to any media organization that has asked to be notified of council meetings. The delivery can be made by hand, facsimile machine, or mail, but the method must be one that allows the notice to arrive at least 24 hours before the set time for the meeting.

3. Posting of Notice: The notice must be posted conspicuously at the school, and also at the building where the meeting will be held if the meeting will not be held at the school. These copies must be posted as soon as possible after the meeting is called, and definitely not less than 24 hours before the meeting is called.

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 and must include the chair or vice-chair and at least one teacher member and one parent member. No council business shall be discussed or conducted unless a quorum of council members is present. This does not include non-voting, classified member of the council. The non-voting member does not affect a quorum.

B. ATTENDANCE AT MEETINGS

Council meetings are open to the public and all interested persons can attend (as required by KRS 160.365), except for those portions that are conducted as closed session.

C. CLOSED SESSIONS

1. When Closed Sessions Are Allowed: A closed session is a portion of a regular or special meeting of the council during which the members meet in private. Within the realm of council responsibilities, the allowed subjects at closed meetings are; proposed or pending litigation by or against the council, allowed by KRS 61.810(1)

(c), or selection of a new principal or other new staff member, allowed by KRS 61.810(1)(f).

2. Required Announcement: The chair or another council member must make an announcement in open session. The announcement must state:

- that the council needs to discuss business involving a topic that the law allows to be discussed in closed session ..

- the general nature of business that needs to be discussed in closed session, and

- the specific section of the law that allows the session to be closed (KRS 61.810(1)(c), or KRS 61.810(1)(f), described above).

3. Required Motion And Vote: The chair or another member of the council must make a

motion to go into closed session to discuss the business mentioned in the announcement, and a majority of members must vote for that motion.

4. Conduct Of The Closed Session: During the closed session, only the business stated in the announcement can be discussed, and no final decision can be made.

5. Return To Open Session: After full discussion, the council must return to open session and make any official decision needed on the matter, and the decision must be recorded in the minutes of the open session.

D. AGENDA

1. Required Elements On Every Agenda:

- Reviewing, amending, and approving minutes of previous meeting
- Reviewing, amending, and approving agenda for this meeting
- Receiving reports from committees
- Opportunity for public comment

2. Submitting Agenda Items: Anyone may submit items for inclusion on the agenda to the principal, and he or she shall maintain a complete file of those items and have them accessible to the council.

3. Preliminary Agenda: Three days before each regular council meeting, the principal shall prepare a preliminary agenda for the council meeting, including all

items that he or she believes need council attention at that session. The principal shall post copies of the preliminary agenda in the staff lounge and at a location frequently passed by parents. The principal shall provide copies to each member of the council. At the discretion of the principal, copies may also be sent to the local news media.

4. Final Agenda: Setting the final agenda shall be the first order of business at each council meeting. At special meetings, the council may not add items to the agenda listed in the special meeting notice, but may subtract items if it chooses.

11

5. Opportunity For Public Comment:

- Other persons attending the meeting may be recognized by the chairperson and may address the council as the chair calls upon them to speak. If a significant number of persons wish to contribute to the discussion on a particular item, the chair may set limits on the number of persons who will speak to the issue, and a time limit for each.
- Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the council.

E. DECISION MAKING PROCESS

1. Two-thirds of the voting members of the council, including at least one parent member and one teacher member, constitute a quorum. A quorum must be present for the council to take action.

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

- A motion and a second are made
- After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.
- The chair will ask whether any member disagrees with that statement.
- If all members agree, the decision will be recorded as a unanimous decision in the council minutes.

3. 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

4. A majority vote of the council shall be taken after consensus fails three times if the issue meets the following criteria:

- The issue involves the selection of a new principal. The council shall vote and the candidate receiving the majority shall be elected.
- 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;
- The issue is whether to continue to meet for longer than 90 minutes.

12

- The Federal or state government or the district board of education has

set a deadline by which the school council must make a final decision and that deadline will occur before the next regular council meeting; and

- The members of the council cannot agree by consensus to decide the issue at a special meeting and a majority of the council members wish to decide the issue by a majority vote.

When the above exceptions do not apply and consensus cannot be reached, the issue may be placed on the agenda for the next regular meeting or special meeting and the decision may be made at that meeting by majority vote of the council. When voting, any abstention is counted with the majority vote.

5. No proposed policy may be approved by the school council at its initial proposal.

ARTICLE VIII. MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES

1. First Draft Minutes: The secretary shall take minutes that state accurately each motion made and the action taken on it by the council.

2. Typed Minutes: Within seven days after each meeting, the secretary shall:

- prepare a typed copy of the minutes
- sign his or her name at the bottom of the minutes
- attach copies of any policy, budget, by-law, amendment, or other document approved by the council.
- send copies to each member of the council and the superintendent.
- post a copy in the teachers lounge and another on the 880M bulletin board
- place the original in the official binder of council minutes

3. Approval of Minutes: At its next meeting, the council shall review the minutes. If amendments are needed, they shall be recorded in the minutes of the next meeting. After amendments, the council shall approve the minutes, which will then become available for public inspection.

B. OPEN RECORDS

The school office is open from 8:00 to 3:15 each day. During those hours, any person who wishes to see the binder of council documents kept there may do so immediately.

Persons who want copies of documents in the binder or to see or to get copies of documents that are not kept there, shall give the principal a written statement of the items they wish to see. The principal, as official records custodian, shall make the documents available within three business days after the request unless the records are subject to a specific exception of the Open Records law. The fee for copies shall be 10 cents per page. The principal shall post a copy of this section of the by-laws in the school office where it can be easily seen by citizens visiting the office.

ARTICLE IX. APPEALS OF SCHOOL COUNCIL DECISIONS

The Board of Education has established a process of appeals of council decisions, and a copy of the process is attached to these by-laws.

ARTICLE X. AMENDMENTS

All motions to amend the by-laws of the council shall be submitted in writing. No decision on a motion to amend the by-laws shall be made until after the topic has appeared twice in the primary agenda for council meetings and the proposed amendment has had two readings during those meetings.

APPENDIX A

Each member of a grade level or content level team must serve on one of the committees listed below. If there are more than 4 on a team, two members from the same team may choose to serve on the same team.

Climate/Discipline (will meet as needed)

- Create procedures for common areas
- Evaluate existing rules and procedures
- Help to coordinate school wide events
- Student/Teacher Recognition

Academic Progress (will meet monthly)

- Analysis of Curriculum Maps
- Assist in selection of textbooks
- Assist in implementation of Kagan strategies
- Update and monitor CSIP

Buildings and Grounds (will meet as needed)

- Assist in new renovation ideas/input
- Update school safety plan
- Playground equipment/safety

Budget (Quarterly or as directed by Council)

- Quarterly review of SBDM budget
- Discussion of major resource needs and seeking options for other funding sources
- Prepare preliminary budget each spring for the next school year

APPENDIX B

Academic Progress Committee
SSES
2011-12

Krista Sawyer – Chair
Elaline Clark
Monica Rice
Beth Harley
Sandra Barriger
Katie Yeast
Sue Welsh
Christy Quire
Joel Maude
Annette Shields
David Abner
April Booth

Budget Committee
SSES
2011-12

Robin Arnzen-Chair
Jennifer Sallee
Traci Beasley
Francine Sloan
Dianne Lutz
Melissa Chapman
Teresa Miller
Judy Carlton

Building and Grounds Committee
SSES
2011-12

Doug Roher – Chair
Amy Satterly
Stephanie Barnes
Becky Drury
Julie Rowland
Derek Shouse
Sam Blackburn
Erin Woods
Micki McHugh
Robert Hendricks

Climate and Culture Committee
SSES
2011-12

LaRoy Moore -Chair
Connie Gott
LauraLee Currens
Megan O'Keefe
Amy Wilder
Leta Roberts
Lauren Hamel
Angela Brown
Patty McKinney
Cathy Blair
Toni Ward