



Matthew D. Thompson, Ed.D., Superintendent
Alice Anderson, Chairperson
Bill R. Morgan, Vice Chairperson

High Expectations + Compassion = Growth for Every Student

Carmela Fletcher-Green, Board Member
Daniel Freeman, Ed.D., Board Member
Sharon Smith-Breiner, Board Member

MEMO

TO: Montgomery County Board of Education
FROM: Brandy Holley, Principal MSE
DATE: January 25, 2018
RE: SBDM Alternative Model

Office Use Only

Reviewed by:

☐ Director of Finance
☐ Chief Academic Officer
☐ Deputy Supt. of Operations
☒ Superintendent
☐ Contract? – Legal Review

Recommendation:

It is recommended to approve Mount Sterling Elementary's request to operate under an alternative model for School Based Decision Making Council.

Relevant Background:

MSE has allowed for a classified member of their staff to serve as a non-voting member of their council meetings for numerous years. The Kentucky Department of Education recently sent out updated information providing guidelines for when a school must apply for an alternative SBDM model. With clarification from the state, if MSE would like to continue to allowing an elected classified employee to serve as a non-voting member on their council, they must have an alternative model approved by both the local Board of Education and the State Board of Education.

Justification/Rationale for Recommendation:

To allow for all stakeholders at Mount Sterling Elementary to have a voice in decisions and policies created at MSE.

Financial Impact:

There is no financial impact.

Stakeholders Impacted:

Students, teachers, parents, and classified staff

Anticipated Timeline:

Will be submitted to the state after local Board of Education approval – end of February to early March

List of Support Documents Included:

Application for Alternative Model

G. Facilities Use Requests –A copy of the approved requests is bound at the conclusion of these Minutes.

H. Declaration of Surplus Property – A copy of the approved surplus property is bound at the conclusion of these Minutes.

I. Agreements, Applications & Contracts – Copies are bound at the conclusion of these Minutes.

1. Camargo Elementary Steele Reese Grant Application
2. McNabb Middle School AdvanceKentucky Letter of Agreement
3. Foreign Exchange MOU with EF Exchange
4. Foreign Exchange MOU with Greenheart Exchange
5. Music Therapy Agreement
6. Mapleton Elementary Steele-Reese Grant Application

J. Shortened School Day Request

XI. Mt. Sterling Elementary SBDM Alternative Model Request

Order #2017-18:85: Primary Motion Passed. Mr. Morgan made a motion to approve the Mt. Sterling Elementary SBDM Alternative Model Request, as presented. Mrs. Smith-Breiner seconded the motion. The request was to include a non-voting classified staff member on the SBDM. A copy of the application is bound at the conclusion of these Minutes.

Mrs. Anderson	YES
Mr. Morgan	YES
Ms. Fletcher-Green	YES
Dr. Freeman	YES
Mrs. Smith-Breiner	YES

XII. Virtual School

Order #2017-18:86: Primary Motion Passed. Ms. Fletcher-Green made a motion to approve the Virtual School proposal, as presented. Mrs. Smith-Breiner seconded the motion. A copy of the proposal is bound at the conclusion of these Minutes.

Mrs. Anderson	YES
Mr. Morgan	YES
Ms. Fletcher-Green	YES
Dr. Freeman	YES
Mrs. Smith-Breiner	YES

XIII. Tentative 2018-19 SBDM Council Allocations

Order #2017-18:87: Primary Motion Passed. Mr. Morgan made a motion to approve the tentative 2018-19 SBDM Council Allocations, as presented. Mrs. Smith-Breiner seconded the motion. A copy of the tentative allocations is bound at the conclusion of these Minutes.

Mrs. Anderson	YES
Mr. Morgan	YES
Ms. Fletcher-Green	YES
Dr. Freeman	YES
Mrs. Smith-Breiner	YES



Matthew D. Thompson, Ed.D., Superintendent
Alice Anderson, Chairperson
Bill R. Morgan, Vice Chairperson

High Expectations + Compassion = Growth for Every Student

Carmela Fletcher-Green, Board Member
Daniel Freeman, Ed.D., Board Member
Sharon Smith-Breiner, Board Member

Mount Sterling Elementary – Description of the Alternative Model

Purpose:

The purpose of the Mt. Sterling Elementary School Council is to address the academic, social and emotional needs for 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 Mt. Sterling Elementary School.

Membership:

Composition/Organization -

- The school council shall consist of the principal, three teacher members, two parent members, and one classified member.
- If the school has 8% or more minority enrollment, as determined by the enrollment on the preceding October 1 and there is no minority elected at the initial election, a special election shall be conducted by the principal to elect a minority parent to serve on the school council.
- 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 member to represent the interests of the minority students in the school. Procedures for election of the teacher representation shall be the same as the procedures for election of the other three teacher members of the council.
- Although there is no provision in KRS 160.345 for additional school council members, the MSE's school council does not wish to exclude any constituency in the school from participation in all council meetings.. Therefore, the support staff may conduct an election for a staff representative to attend all council meetings as an ex officio member.

Classified Members –

- The classified elections shall take place during the month of April. Classified employees may nominate themselves or another classified employee. Classified employees being nominated by another individual may decline the nomination. Nominations shall be made in writing to the certified designee no later than 5 days before the election. A classified designee will prepare the ballot containing the names of all qualified classified

employees nominated. The principal will open the building, provide space in the building, and assist the classified staff with communicating times and dates of the election. 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 classified election for 3 years. A classified designee will oversee the meeting to elect a classified member to the council.

- Classified employees must be employees of the District and currently assigned to the school where they are elected as a council member.
- Election shall be by the majority vote of all classified employees assigned to the school. Voting by proxy is not allowed.

Terms:

- Terms of the classified school council member shall be for one year and shall begin on July 1 and end on June 30 of the following year. Between the date of the elections and July 1, members-elect are expected to attend all council meetings. Teacher, classified employee, and parent council members are eligible for re-election. These members can serve for as many consecutive years as they are elected.

Duties/ Responsibilities:

- The classified member are expected to attend all council meetings to offer input and represent the classified staff.
- The classified member will be a non-voting member of the council.
- The classified member will participate in council training requirements the same as voting council members – 6 hours for new members and 3 hours for experienced members.

APPLICATION FOR AN ALTERNATIVE MODEL FOR SCHOOL-BASED DECISION MAKING

DATE:	1/10/2018
DISTRICT:	Montgomery County
SCHOOL:	Mt. Sterling Elementary
ADDRESS:	6601 Indian Mound Dr Mt. Sterling KY

40353

I. STATUTORY AUTHORITY AND INSTRUCTIONS

A school that chooses to have school-based decision making but would like to be exempt from the administrative structure set forth by this section may develop a model for implementing school-based decision making including, but not limited to, a description of the membership, organization, duties, and responsibilities of a school council. The school shall submit the model through the local board of education to the chief state school officer and the Kentucky Board of Education, which shall have final authority for approval. The application for approval of the model shall show evidence that it has been developed by representatives of the parents, students, certified personnel, and the administrators of the school and that two-thirds (2/3) of the faculty have agreed to the model. [KRS 160.345(7)]

1. The model must include, but not limited to, a description of membership, organization, duties, and responsibilities of a school council.
2. The school shall submit the model by application through the local board of education to the chief state school officer and the State Board of Education for approval.
3. The application for approval of the model shall show evidence that it has been developed by representatives of the parents, students (if appropriate based on age/grade), certified personnel, and the administrators of the school and that two-thirds (2/3) of the faculty have agreed to the alternative model.

Once the school's alternative model has been approved by the State Board of Education, all members of the new administrative structure must be elected as prescribed by KRS 160.345(2)(b).

The teacher representatives shall be elected for one (1) year terms by a majority of the teachers. A teacher elected to a school council shall not be involuntarily transferred during his or her term of office. The parent representatives shall be elected for one (1) year terms. The parent members shall be elected by the parents of students pre-registered to attend the school during the term of office in an election conducted by the parent and teacher organization of the school or, if none exists, the largest organization of parents formed for this purpose. [KRS 160.345(2)(b)]

II. DESCRIPTION OF THE ALTERNATIVE MODEL

This application for an alternative model must contain a description of the membership, organization, duties and responsibilities of a school council as prescribed in KRS 160.345(7). Other information pertaining to the alternative model may also be included. Attach description to application.

To show evidence that the model has been developed by representative of the families, certified staff, school administration, and students (if appropriate), representatives from each required group signed below. Attach additional pages with signatures, if needed.

Administrative Representatives:	Brandy H. Holley
Certified Staff Representatives:	Kathleen Doodin Michelle Stacy Heather Gonsal
Parent Representatives:	Jessica Robinson Pearson
Student Representatives: (e.g., student council president, student leadership group)	N/A

MT. STERLING ELEMENTARY SBDM COUNCIL BYLAWS

Article I Purpose

The purpose of the Mt. Sterling 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 Mt. Sterling Elementary School.

A. Code of Ethics

Code of ethics for a school council is a set of professional standards to follow as they work as a team, as they make decisions affecting the school, and more specifically the children served by the school.

B. Development

A code of ethics shall be adopted by the first school council at Mt. Sterling Elementary and shall be reviewed annually by each council thereafter and amended as needed. A written code of ethics shall be included in the SBDM policies.

C. Commitment

Each council member and recording secretary shall read and show by his/her signature a commitment to the code of ethics.

Article II Mission

The mission at MSE is to successfully educate the whole child in a safe, secure, and loving environment. We will strive to develop the child's ability to become a lifelong learner and productive citizen. We will emphasize effective communication, problem solving, creativity, respect for cultural diversity, and self-discipline. To accomplish this mission, we will utilize the talents of our staff, students, parents and community.

Article III Definitions

"Teacher"	For the purpose of policies relating to SBDM, "teacher" is defined as all certified staff assigned to the school, including itinerant teachers, except the Principal and the Assistant Principal.
"Classified Employee"	Classified personnel are all those employees who hold positions not requiring teacher certification.
"Parent"	"Parent" means: 1. A parent, stepparent, or foster parent of a student; or 2. A person who has legal custody of a student pursuant to a court order and with whom the student resides.
"Minority"	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.
"SBDM"	School Based Decision-Making is defined as a system of decentralized education leadership providing a balance between school level and district level decision making, authority, responsibility, and accountability; and ensuring that the needs of the students and the school community are met in the most effective way.
"District"	Mt. Sterling Elementary School's boundary.
"Quorum"	Two-thirds of the members, including at least one parent member and one teacher member, constitute a quorum.

III. VOTING VALIDATION

This verification shows that the school requests approval to implement an alternative school-based decision making model. The school must currently be operating under the prescribed school-based decision making model in KRS 160.345(2) or have operated under an approved alternative model currently in place prior to this date. Two-thirds of the school's faculty voted in favor of the alternative school-based decision making model herein described and therefore, state their wish to be exempt from the administrative structure provided in KRS 160.345(2) in order to enact the alternative school-based decision making model described in Part II of this application.

To validate the two-thirds (2/3) faculty vote for implementing school-based decision making through an alternative model, please complete the following:

Date of Faculty Vote:	<u>11/28/17</u>
Number of Faculty of School:	<u>66</u>
Number of Faculty Who Voted in <u>Favor</u> of the SBDM Alternative Model:	<u>45</u>
Number of Faculty Who <u>Voted Against</u> SBDM Alternative Model:	<u>9</u>
Percentage of Faculty Who <u>Voted in Favor</u> of the SBDM Alternative Model:	<u>68%</u>

IV. SIGNATURES

On 2-27-18 (date), this application was forwarded through the local board of education to the Kentucky Commissioner of Education and the Kentucky Board of Education for approval.

Brandy M. Halley
Signature of School Principal

1/11/18
Date

Matthew D. DTE
Signature of District Superintendent

2/27/18
Date

Alicia Anderson
Signature of Board Chairperson

2/27/18
Date

Send original application with original signatures to:

SBDM Office
Kentucky Department of Education
300 Sower Blvd.
Frankfort, KY 40601

FOR OFFICE USE ONLY

SBDM Office

Date Received: _____

Date Forwarded to Commissioner's Office: _____

Commissioner's Office:

Date Received: _____

Date Posted to KY Board of Education Agenda: _____

Kentucky Board of Education:

Date of Board of Education Meeting: _____

Approved/Denied: _____

If denied, reason: _____

Local Board of Education and Applying School

Date of notification: _____

Re: Attach Kentucky Board of Education minutes and staff note