



BY-LAWS 2014-2015

Article I: Name

Sands Montessori School, Local School Decision Making Committee (LSDMC)

Article II: Purpose

Section 1. School Mission

VISION: Sands Montessori is a community of capable, empowered, responsible, and lifelong learners.

MISSION: Sands Montessori, a Cincinnati Public School, educates the whole child to be a lifelong learner and a responsible contributor to our global community. We do this through culturally integrated education that nurtures the relationship between child, parent, school and community.

VALUES: We nurture a love of learning. We model respect for self, respect for others, and respect for life. We value work. We nurture a sense of belonging. We measure progress and achievement based on one's own ability and interests. We embrace and reflect the diversity of the people and world around us. We foster peace.

OBJECTIVE: Sands Montessori School will maintain an "Excellent" in education as indicated by state report card, while fully applying in our school community Montessori philosophy, and teaching methods consistently in all classroom environments for all its students.

Section 2. To Achieve the Mission

The purpose of this committee, as the primary local school decision making committee, in embracing the above-stated mission of this school, shall be to:

1. Assess the needs of the school.
2. Recommend a school improvement plan.
3. Conduct a periodic review of the school improvement plan.
4. Annually review the school improvement plan in a written report to the Board of Education and school community.
5. Adopt a school budget (non-salary) to support the goals and objectives of the school program.
6. Address policy issues.
7. Recommend plans and procedures for the school program as needs indicate.
8. Act on requests from various groups and committees in the school community.
9. Report to constituent groups on a routine basis.
10. The LSDMC shall participate in the principal selection process when a vacancy occurs as provided by Board Policy 9142 (Rev 2/12/2014)
11. Other than the principal selection process, personnel matters shall not be considered by this LSDMC. All meetings regarding principal selection and discipline of committee members shall be in executive session.

Article III: *Membership*

Section 1. This committee shall reflect diversity. Constituent groups are to strive for diversity in their selection process. Membership shall comprise both elected and appointed positions to enable multi-cultural, ethnic, and professional diversity. This LSDMC shall be composed of the following:

1. Four parent members - four to be elected by the Sands Montessori Parent Organization according to the bylaws of that organization. These members may not be current teachers or staff at Sands Montessori School and may not serve as community representatives to the LSDMC.
2. Four certificated members - four to be selected by the Instructional Learning Team (ILT) from members of the bargaining unit.
3. Four non-certificated staff representatives - one of whom shall be the principal; one of whom should be the Assistant Principal (provided there is one); with the remainder to be elected by the non-certificated staff in an election organized by their organizational representatives.
4. Four community representatives - one to be selected by the Mt. Washington Community Council, one to be selected by the school's partner in education, Beech Acres Parenting Center, and two to be selected by the LSDMC in collaboration with the Principal. In the case where no organizational ties exist, the LSDMC may select a community representative. These representatives may not be current teachers, staff or parents at Sands Montessori School and must reside or work in the area from which students are drawn to attend Sands Montessori School (Eastern "hemisphere" of Cincinnati).

Section 2. Fourteen members shall serve for a two year term. The principal and assistant principal shall serve as ex-officio members for as long as they hold their positions.

Terms will run from July 1 to June 30. Terms for the committee shall be as follows: four parent members shall serve a two-year term; two certificated members shall serve two-year terms; the staff representatives shall serve a two-year term; the community representatives shall serve a two-year term.

Section 3. Membership is not transferable, and or without approved committee substitute, and resignations shall be by written notice to the chairperson. The principal shall have an assistant principal serve in her/his absence at all meetings.

Section 4. If a member has been absent three times in a calendar year, membership may be reconsidered by majority vote of two-thirds of the quorum present.

Section 5. If a certificated or civil service member resigns her/his employed position, (s)he may no longer serve on the committee in that representative position.

Section 6. The LSDMC shall request a constituent group to designate a replacement to any vacancy within a month after the vacancy has been determined.

Article IV: *Meeting and Quorum*

Section 1. Regular meeting dates shall be established by the LSDMC at the first meeting of the school year. Meeting dates and times for regular and called meetings shall be posted with a minimum of a one-week notice.

Section 2. Two-thirds of the members at the meeting shall constitute a quorum.

Section 3. All regular and special meetings of the LSDMC, its standing committees, or special committees shall be open unless an executive session is called.

Section 4. The LSDMC shall make decisions and delegate tasks by majority vote of two-thirds of the quorum present.

Section 5. Regular meetings shall generally take place once a month throughout the school year.

Section 6. Special meetings on an emergency basis may be called by the chairperson within 48 hours.

Article V: *By-Law Amendment*

These operating procedures may be amended at any regular LSDMC meeting by 2/3 vote of the membership present providing a minimum of 2/3 of membership are present and providing that amendments have been provided to all LSDMC members at least seven days in advance of the meeting.

Approved May2016

Article VI: Election, Term, Duties

Section 1. Officers of the LSDMC shall be a chairperson and a vice-chairperson (or co-chairs), a recorder and an alternate recorder (or co-recorders). The chairperson elected by the LSDMC must be a parent or community member.

Section 2. Officers shall be selected annually by majority vote of members in attendance at a regular meeting no later than the middle of October.

Section 3. The assigned chairperson shall preside at all meetings. The vice-chairperson (or co-chairperson) shall preside over all meetings in the absence of the assigned chairperson. Meetings shall commence at 4:00pm. The final item on the agenda shall be adjournment no later than 5:30 P.M. The adjournment time may be extended by two-thirds majority vote.

Section 4. The recorder shall keep a record of the attendance, all decisions made and a list of all topics discussed at the meetings. These minutes shall be sent to all members at least two days before the meeting and shall be subject to approval as one of the first items of business of each meeting.

Section 5. The chairperson shall make public notices of meetings and agenda and attend to correspondence and publicity for the LSDMC with secretarial assistance arranged by the principal.

Section 6. LSDMC members should accept positions as officers, committee members, and sub-committee members when selected.

Section 7. LSDMC members shall serve as routine liaison with their constituents. Members shall serve as two-way conduits for expression of ideas, decisions, and programs.

Section 8. Sub-committees may be formed with no more than 50% of the members being selected from any one constituent group. Sub-committee decisions are subject to approval of the LSDMC.

Section 9. LSDMC Parent Representatives shall serve as ex-officio members of the SMPO Rudder according to a rotating schedule established during the first yearly meeting of the LSDMC.

Article VII: Operational Procedures

Section 1. The following code of conduct shall apply at all meetings:

1. Everyone on the committee shall have the opportunity to contribute.
2. Viewpoints of all members shall be respected.
3. Clarifying questions shall be welcomed.
4. Diverse opinions shall be encouraged.
5. Members shall be recognized by the chairperson before speaking.

Section 2. All decisions made by the committee shall be by majority vote of two-thirds of the quorum.

Section 3. At each meeting an agenda shall be set for the following meeting. Additional items may be added to the agenda by the chairperson after the items listed at the previous LSDMC meeting.

Section 4. Issues raised by LSDMC members as agenda items may 1) be placed on a future meeting agenda, or 2) be referred to the principal for study and reporting within two meetings or 3) lead to forming a sub-committee to explore the issue. Only issues concerning school philosophy, policies or practices shall be discussed by the LSDMC. Personal issues or concerns shall be referred to the appropriate parties to keep the LSDMC from becoming a grievance committee for resolving individual disagreements.

Section 5. Only minutes and agenda shall be available to constituent groups and the public upon request. LSDMC will make an effort to make the LSDMC minutes and agenda available via electronic posting and physical copies.

Section 6. Observers at all meetings are welcome. Individuals shall be given an opportunity to address the LSDMC at the meeting. There will be a two-minute time limit per agenda item with no more than three non-committee members addressing the item. To address a non-agenda item, the chairperson determines recognition.

Section 7. Secretarial assistance should be arranged by the principal. Communications should be submitted through the chairperson(s).

Section 8. Meetings are to be held at the school. A meeting may be held at a different location providing the location is determined at the previous meeting.

Section 9. The chairperson is to serve as a facilitator and the recorder is to record the minutes of the meeting as defined in Article VI, Section 4. These positions shall not serve as an executive cabinet.

Section 10. Roberts Rules of Order, Newly Revised Edition shall govern meeting procedure unless contravened by the Bylaws. A less formal spirit may suffice as long as adherence to Bylaws exist.

Section 11. Executive Session and organization business may be conducted over electronic communications, including but not limited to email discussions and voting.

Article VIII: *Disciplinary Procedures*

Section 1. Chapter XX of the Roberts Rules of Order, Newly Revised shall be followed for the disciplining of an LSDMC member.

Section 2. Any member removed from LSDMC for disciplinary reasons shall be ineligible to serve as a representative on future LSDMCs.

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