

# **School Council By-Laws Trigg County High School**

## **ARTICLE I – PURPOSE**

The purpose of the Trigg County High School's Bylaws is to provide the school council with a set of operational guidelines with which to function effectively.

## **ARTICLE II – MISSION**

The mission of the Trigg County High School Council is to set school policy and make decisions that will provide an environment to improve student achievement and which will enable the teachers to impact the educational process.

## **ARTICLE III – MEMBERSHIP**

### **A. COMPOSITION**

The school council shall consist of the principal, three (3) teacher representatives, and two (2) parent representatives. The principal shall serve as the chairperson of the school council.

If the school's total minority enrollment reaches 8 percent or more as of the preceding October 1 and no minority representative was elected in the initial elections, a special election shall be conducted by the principal. The principal shall call for nominations and notify parents of the time, date, and location of the special election.

If a special election is needed to elect a minority teacher representative, the teachers shall select a minority teacher from the school's staff to serve as minority teacher representative. If any or all of the minority teachers on staff are unable or unwilling to serve, then the position remains vacant. If no minority teachers are on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school.

Trigg County High School council membership shall be as follows:

- Principal (chairperson)
- 3 teachers
- 2 parents
- 1 student
- 1 minority parent (if required)
- 1 minority teacher (if required)

## **B. REQUIREMENTS FOR MEMBERSHIP**

Teacher representatives include all certified staff assigned to the school that possesses the required certification from the Educational Professional Standards Board. This includes all full time and part time (i.e., itinerant) as well as school counselors and library media specialist. Administrative personnel (e.g., principals, assistant principals, head teachers) may not serve as a teacher representative of the school council.

Parent representatives include any parent (i.e., biological parent, stepparent, foster parent, any person with legal custody of a student pursuant to court order and with whom the student resides) who has a child enrolled in the school during the term of service on the school council. Parents who are nominated for parent representative on the school council and/or who wish to vote in school council elections must have a child “preregistered to attend” the school for next year. Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative offices.

Anyone who has a business interest in the school as designated by KRS 45A.340 may not serve on the school council.

All adult school council representatives are required to complete annual training. New school council representatives (i.e., those with less than one year of service) must complete six (6) hours of training on the process and implementation of SBDM from a Kentucky Department of Education endorsed trainer. Experienced members (i.e., those with more than one year of service) must complete three (3) hours of training. Experienced council members may choose from a list of training sessions based on individual need. The school council will prepare a written request for training and present to the Trigg County Board of Education for payment.

Student representative includes any Junior/Senior student enrolled in the school during the term of service on the school council who is in good academic standing, maintains a g.p.a. of at least 2.5, and is elected by students and/or teachers.

## **C. ELECTIONS**

Parent representatives conduct their own elections. Annual elections shall be conducted each May by the school’s largest parent organization. Parents shall determine the procedures for their parent elections. The process that parents may use to elect their representatives may address the following areas: nomination; preparation of ballot; elections; and absentee ballots. A representative of the parent organization shall notify

the principal in writing of the two 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.

Teacher representatives conduct their own elections. Annual elections shall be conducted each May for the purpose of electing three teacher council members. Teachers shall determine the procedures for their teacher elections. The process that teachers may use to elect their representatives may address the following areas: nomination; preparation of ballot; elections; and absentee ballots. A representative of the teachers shall notify the principal in writing of the three teachers elected within 24 hours of the final vote, and shall deliver all election materials to the principal the next business day after the election.

Student representative is elected through a multiple stage process. Nominees must produce a written statement detailing their desire to participate in the election and provide justification for their ability to represent the students of TCHS. In the event there are more than three student nominees, the student body will vote and the three students with the highest number of votes will be placed on a ballot to be presented to teachers. If there are three or fewer students, the vote will proceed directly to teachers. The student receiving the highest number of votes from teachers will become the SBDM representative.

School council representatives can serve an unlimited number of terms as long as they continue to meet the eligibility requirements and are elected annually by their constituency.

#### **D. REMOVAL OF MEMBERS**

Pursuant to KRS 160.347, the Kentucky 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. A member of a school council may be removed from the school council for cause, after an opportunity for hearing before the **local** board of education, 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 included in the minutes of the board and given to the member of the school council.

KRS 160.345(9) gives the **state** board of education authority to remove an SBDM member in two instances. One such instance is where the removal is due to a breach of confidentiality in the alternative principal selection process. The other is where OEA has

sent a complaint to the KBE alleging a school council member has engaged 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...and parents to be involved in the decision making process...” With regard to OEA complaints referred to the KBE, the statute requires the state board to provide the council member with a hearing and to issue a “reprimand” for the first confirmed violation. If and when the KBE determines a council member has committed a second violation, the KBE has the authority to remove the council member.

### **E. FILLING VACANCIES**

If a member of the school council resigns or is removed from office, another member shall be elected within one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until June 30<sup>th</sup> and be eligible for re-election.

### **F. TERMS OF OFFICE**

The terms of parent and teacher members shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>. Between the date of the elections and June 30<sup>th</sup> members-elect are expected to attend all council meetings.

## **ARTICLE IV – DUTIES OF OFFICERS AND COUNCIL MEMBERS**

### **A. ELECTION OF OFFICERS**

Officers shall include Chair, Vice Chair, and Secretary. The vice chair of the school council shall be appointed each July by the school principal with council members approval and shall serve for one year. If a vice chair resigns his or her position, the school 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. Duties of the chair include:

- Conducting school council meetings;
- Organizing and maintaining council records by maintaining minutes of meetings and forwarding a copy to the district SBDM liaison after approval by the school council;
- Stating when a consensus is present for the record;
- Coordinating standing and ad hoc committees and monitoring committee progress;
- Carrying out any additional responsibilities as stated in these by-laws; and

- Maintaining a file of all correspondence addressed to the school council.

### **C. VICE-CHAIR**

Duties of the vice-chair shall include presiding over council meetings in the absence of the chair.

### **D. SECRETARY**

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

### **E. SCHOOL COUNCIL MEMBERS**

Duties of council members include:

- Knowing and adhering to the mission, philosophy, and goals of Trigg County High School;
- Attending all school council meetings;
- Encouraging and requesting opinions from their constituencies; and
- Supporting, promoting, and communicating school council decisions.

## **ARTICLE V – COMMITTEES**

### **A. PURPOSE**

Ad hoc committees are established to gain input from all stakeholders including certified and classified staff parents, students, and community members. Ad hoc committees shall serve as a school council resource for gathering data and information and making recommendations to the school council.

### **B. APPOINTMENT OF COMMITTEES**

Ad hoc committees are formed and dissolved by the school council as needed.

### **C. MEMBERSHIP & ELECTION OF CHAIR**

Each school council committee shall consist of representatives from the staff and parents. Committee membership may open to all interested persons, including school district staff, students, parents and community residents at the discretion of the school council.

### **D. DECISION MAKING**

Committee decisions shall be made by consensus. In the event that consensus is not reached, the issue will be brought to the school council for final decision.

## **E. DUTIES**

School council committees shall carry out tasks assigned to them by the school council. Committees may research issues, gather school-wide input, or prepare, revise, or prepare drafts of school council policies. Committee chairs will report as requested by the school council. Committee chairs shall provide the council secretary with written minutes of their meetings no later than 10 days after the committee meeting has occurred.

## **F. MEETINGS**

Each school council committee shall choose the time, place, and schedule for their committee meetings. Committees must comply with all provisions of the Open Meetings and Open Records laws. Committees will follow the record keeping procedures used by the school council.

## **ARTICLE VI – SCHEDULE OF MEETINGS**

### **A. REGULAR MEETINGS**

The SBDM regular monthly meeting of the Trigg County High School Council shall be open to the public. Meeting date, time, and place will be determined annually by the current council during the July meeting.

The principal shall provide local news media of the school council's regular meeting schedule for the year in July. The principal shall notify teachers three days in advance of each school council meeting via e-mail. The principal shall notify the school community by notice posted on the district website at least three days in advance of the meeting.

### **B. SPECIAL MEETINGS**

If needed, the chairperson may call a special meeting. The following steps must be completed when a special meeting is called:

- **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.
- **Delivery of Notice:** The chairperson shall arrange for the notice to be delivered to each school council member and to any media organization that has requested notice of the school council meetings. The delivery can be by hand, FAX machine, mail or email if requested. The meeting notice must be received by the members at least twenty-four hours prior to the time of the meeting.

- Posting of Notice: The notice for the special meeting shall be posted by the chairperson on the front doors of the high school lobby 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 via email at least 24 hours prior to the meeting.

## **ARTICLE VII – CONDUCT OF MEETINGS**

### **A. QUORUM**

A quorum is defined as a time when a majority of the school council members are present. No school council business shall be discussed or conducted unless a quorum of school council members is present.

### **B. ATTENDANCE AT MEETINGS**

School 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**

By definition a closed session of a regular or special meeting of the school council occurs when the school council members' discussions are not made public. The school council may meet in closed session for the following reasons: (1) to discuss proposed or pending litigation; or (2) to discuss candidates for a personnel vacancies and/or consultation in filling vacancies. Before a closed session can be conducted, the following steps must be taken:

- 1) notice given in open session for the need of a closed session discussion, stating the reason(s);
- 2) a motion, second and council vote (e.g., saying "I");

During the closed session, only the business stated in the announcement can be discussed with no action taken. Details discussed in closed session shall not be discussed outside the closed session. 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. AGENDA**

The chairperson shall prepare an agenda for each council meeting, including items submitted in writing for inclusion by the public, staff, parents, other school council

members. The chairperson may declare any item received as not within school council authority.

Each agenda may include the following items:

- Review and approval of previous meeting minutes;
- An opportunity for public comment;
- Report on budget expenditures; and
- Committee reports.

#### **E. DISCUSSION OF AGENDA ITEMS**

The school council shall discuss each agenda item before a decision is made. Each school council member shall be given an opportunity to express his or her opinion on the item. Other persons attending the meeting may be recognized by the chairperson and may address the school council as the chair calls upon them to speak. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the school council.

For public comment, the chair may require a sign-in sheet, and set limits on the number of persons who will speak to the issue and a time limit for each.

#### **F. DECISION MAKING PROCESS**

Unless otherwise specified by these by-laws, the school council shall use parliamentary procedures as specified by Robert's Rules of Order. 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 improvement plan. The school council will make decisions by consensus except as otherwise designated in the sections G & H that follow.

#### **G. CONSENSUS DECISIONS**

This council shall operate by the consensus procedure stated in this paragraph. After discussion of each issue, the chair or any member of the council may suggest the presence of consensus. The person making the suggestion shall explain in one or more sentences what he or she thinks the consensus is. The chair shall then ask whether any member has any significant disagreement with that statement. If no one disagrees, the decision shall be deemed made. If any member disagrees, the discussion shall continue until a suggestion of consensus is made that draws no disagreement or until a third suggestion of consensus fails.



## **H. FAILURE TO REACH CONSENSUS**

When the third suggestion of consensus fails, the chair shall direct that the issue be taken up again at the next regular meeting or a special called meeting. If at that time, consensus cannot be reached, a majority vote shall be taken. The majority will carry in such cases.

No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study. All newly proposed policies or policy changes will be referred to the appropriate committee for review. All decisions and policies officially adopted by the Trigg County High School Council will be reported to the Trigg County Board of Education and superintendent through the district SBDM coordinator.

## **ARTICLE VIII – MINUTES AND OTHER COUNCIL RECORDS**

### **A. MINUTES KEPT AND APPROVED**

Minutes shall be kept by the designee at each school council/committee meeting. The minutes shall reflect an accurate record of actions and votes taken at a school council and/or committee meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.

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 school council's policy manual. The minutes of the school council shall not be official until they are reviewed and approved by the school council. The minutes shall be open to public inspection after they are approved.

### **B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION**

The following are official documents that must be kept on file for public inspection in the library:

1. School council minutes and agendas;
2. Committee minutes and agendas;
3. School improvement plan;
4. School council policies and bylaws;
5. School council budget documents; and
6. School council and committee membership lists.

### **C. REQUESTS FOR COUNCIL RECORDS**

Requests for council records must be made in writing to the principal. Requests must include specific documents and dates. The fee for copying of council records shall be

10¢ (\$0.10) per page. School council bylaws, policies and the school improvement plan shall be posted on the school's Web page in pdf format.

The requested records must be provided to the person making the request within three business days. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.

School council records will be available for inspection during the regular school hours. The chair 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.

## **ARTICLE IX – APPEALS**

### **BOARD POLICY**

Appeals are in accordance with Trigg County Board of Education policy.

## **ARTICLE X – AMENDMENTS**

### **A. AMENDMENTS TO COUNCIL BYLAWS AND POLICIES**

These bylaws may be amended after a first and second reading at two consecutive school council meetings by majority vote of the school council. Policies will be reviewed annually.