

East Jessamine High School bylaws for SBDM

- I. **Composition and Terms**
 - a. **Composition of Council**—The council will consist of the principal, three teacher members, and two parent members. If the minority enrollment at the school is 8% or higher on October 1 of the previous year, the council will also include at least one minority member.
 - b. **Terms**—Terms of council members will be for one year, beginning July 1 and ending June 30 of the following year. Teacher and parent council members are allowed to seek re-election to serve consecutive terms as long as they are eligible.
 - c. **Leave of absence**—Leave of absence of a council member will not be granted.
- II. **Eligibility and Elections**
 - a. **Teacher elections**
 - i. **Teacher qualifications**
 1. All certified teachers in the building are allowed to vote in the teacher election.
 2. To be elected to the council, a teacher must hold a position at the school that requires certification, but may not hold the position of principal or assistant principal.
 3. Teacher will be elected by a majority of teachers in an election conducted by the teachers.
 - b. **Parent elections**—The parent elections will take place no later than May 30th. The parents of all children pre-registered to attend school during the next year may vote. The PTSCO will determine how the election will be run. The principal will assist the PTSCO in notifying parents of the election schedule. The PTSCO will notify those parents elected no later than five days after voting has ended.
 - c. **Minority representation**
 - i. A minority parent and an additional teacher will be elected if the council formed (including the principal) after both teacher and parent elections does not have a minority member, and the school had eight percent or greater enrollment of minority students as of the previous October 1.
 - ii. Minority members must be American Indian, Alaskan native, African-American, Hispanic, Pacific Islander, or other ethnic group under-represented in the school.
 - iii. The principal will be responsible for organizing the minority parent and teacher elections.
 - d. **Vacancies during a term of office**—Council vacancies shall be filled by a special called election following election guidelines. The person filling the vacancy shall finish the existing term.

Based on the timing of the vacancy during the school year, the council may elect to leave the position vacant.

III. Council Training

- a. **New members**—A new member elected for the first time will complete a minimum of six hours of training in the process of school-based decision making no later than September 30 of the current school year. A person endorsed by the Kentucky Department of Education must provide the training.
- b. **Experienced members**—A member elected who has served on a council previously will complete at least three hours of training in the process of school-based decision-making no later than September 30th of the current school year. A person endorsed by the Kentucky Department of Education must provide the training. Experience members may also get training credit by attending any of the approved SBDM training workshops offered by endorsed trainers. Experienced parent members may also earn their three hours through participation on the Council of Councils for the year.
- c. **Mid-year vacancies**—members who are elected to fill a vacant position in the middle of the year will complete the required training no more than thirty (30) days after they are elected. A person endorsed by the Kentucky Department of Education must provide the training.
- d. **Reporting**—by November 1 each year, the principal will ensure that names and addresses and training completion of each council member is reported to the Kentucky Department of Education.

IV. Standards of Conduct

- a. **Attendance**—Any absence from the council that is reported by the member to the principal prior to the meeting shall be an approved absence. Any absence from the council not reported to the principal prior to the meeting is an unexcused absence. A member accumulating three unexcused absences will resign.
- b. **Conflict of interest**—a school council member cannot participate in the discussion of or decision-making about any issue in which he or she has a business or financial interest.
- c. **Ongoing eligibility**—any member who ceases to be eligible to serve on council will resign.
- d. **Improper meeting**—council members will not meet to discuss council business in a group that constitutes a quorum without following the procedures for scheduling a meeting of the full council in accordance with the Open Meetings Law and described in section VI of these bylaws.
- e. **Intentional interference with school-based decision making**—no member of the council will intentionally engage in a pattern of practice which is detrimental to the successful implementation of or which circumvents the school-based decision making process.

V. Removal of Members

- a. **Commissioner's recommendation**—the Commissioner of Education can recommend removal for immorality, misconduct in office, incompetence, and willful neglect of duty or nonfeasance. The local board of education will then hold a hearing into the charges to decide whether removal is warranted.
- b. **Office of Educational Accountability**—the OEA 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 in 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.

VI. Meetings

- a. **All meetings**
 - i. **Council meetings will comply with the requirements of the open meetings law.**
 - ii. **Council meetings will be open to the public unless the council goes into closed session under provisions of the open meetings law.**
- b. **Regular meetings**
 - i. **The first council meeting shall be held no later than August 30; the council will designate a regular meeting schedule for the year at the first meeting.**
 - ii. **The principal will post a copy of the regular meeting schedule in a place to make the schedule readily available to teachers and the public.**
- c. **Special meetings**
 - i. **Any meeting not at the regular meeting time or place is a special meeting.**
 - ii. **A special meeting may be called by the chairperson or by a majority of council members.**
 - iii. **Any special meeting of the council will comply with requirements of the open meetings law; therefore, the following steps will be taken:**
 - 1. **Written notice**—the person or persons calling the meeting will prepare and sign a written notice that states the date, time, and place of the special meeting and an agenda for the meeting. Only issues listed on that agenda may be discussed at the special meeting. Items may be subtracted from the agenda before approval at the meeting, but they cannot be subtracted or revised.
 - 2. **Delivery of notice**—the person or persons calling the meeting will arrange for the written notice to be delivered to every council member and media organization that has made a written request to be

- notified of council meetings. The notice will arrive at least 24 hours before the time set for the meeting.
3. Posting of notice—the notice will be posted conspicuously at the school, and also at the building where the meeting will be held if the meeting were not held at the school. These copies will be posted as soon as possible after the meeting is called, but definitely no less than 24 hours before the meeting is held.
- d. Closed sessions—the council may go into closed session only to discuss hiring personnel, or actual or pending litigation. The following procedures will be followed:
 - i. A motion will be made and a vote taken that council goes into closed session.
 - ii. The motion and results of the motion will be included in council minutes.
 - iii. Only the topic announced in the open session may be discussed in the closed session.
 - iv. No council action can be taken in closed session.
 - v. The council will return to open session to make any decisions.
 - vi. The decisions will be recorded in the minutes.
 - e. Public input
 - i. Every agenda will include a public comment form.
 - ii. Public input may be informal.
 - iii. If several people wish to speak on the same issue, the chairperson will have the option of setting time limits for speakers.

VII. Agenda

- a. Agenda requests—anyone may submit items for inclusion on the agenda to the chairperson. Items must be submitted no later than three school days before a scheduled meeting.
- b. Preliminary agenda—the chairperson will prepare a preliminary agenda marked as such to be posted in the school office and on the school website, readily accessible to teachers and parents and to all council members two days prior to a regularly scheduled meeting.
 - i. Attendance
 - ii. Approval of agenda
 - iii. Public comment
 - iv. Attendance
 - v. Principal's report
 - vi. Student achievement
 - vii. Committee reports
 - viii. Council operations
- c. Approval of agenda—at the beginning of each regular council meeting, the council will approve an agenda for the meeting. Items on the preliminary agenda may be added, deleted, or modified at this time.

VIII. Records

- a. **Website**—copies of council minutes will be added to the school's website and archived.
- b. **Open records requests**—the principal will be the official records custodian and will make copies of council by-laws, policies, minutes, budgets, current CSIP, and other council records available in response to written requests. Persons wishing any of these copies must do so by making a written request to the principal.

IX. Council Officers and Duties

- a. **Chairperson**—the principal serves as chairperson of the council. The chairperson will preside at all council meetings and carry out all other specific council duties as assigned by these bylaws.
- b. **Recorder**—the recorder will take and compose minutes of the meetings, distribute copies to each member, the faculty, the superintendent's office, as well have the minutes posted to the school's website. This shall be done within five days of the meeting.

X. Committees—the council will form committees as needed for the school year. These committees will be used to support and to accomplish tasks of the council.

XI. Decision-making

- a. **Quorum**—a majority (more than half) of the members, including at least one parent member, will constitute a quorum. A quorum must be present for a council to take action.
- b. **Council responsibilities**—the council will make no decisions on issues that are not under council jurisdiction by law. Council-approved issues include:
 - i. School improvement planning
 - ii. School safety plan
 - iii. Assessment data analysis
 - iv. Achievement gap analysis
 - v. Professional development
 - vi. MUNIS budget
 - vii. Consultation on hiring
 - viii. Selection of a new principal
 - ix. Adoption of policies
- c. **Consensus**
 - i. The council will operate by consensus decision-making, using the following procedures:
 1. After council input and discussion, any member may make a motion to accept a proposal.
 2. All proposals as well as amendments to proposals must be submitted in writing and presented to the recorder for inclusion in the minutes.
 3. The chair will then ask if there is further discussion.
 4. When that discussion is complete, the chair will test for consensus by asking if there is consensus for approval of the motion. Any member who is not

willing to support the motion must say so at this time. Members who support the motion will indicate by word that they believe there is not a consensus.

5. If no member states unwillingness to support, the chair will declare that consensus has been reached and the motion passed.

d. Consensus failure

- i. Council voting will be done only when the council must have a decision, consensus has failed, and one or more of the following conditions exist:
 1. When the council will otherwise be unable to meet a legal deadline by which the council is required to have made a decision, or
 2. When the council has failed to reach consensus at a second meeting for that purpose.
- ii. At the first meeting where an issue is discussed, if the chair tests for consensus, but consensus is not reached, the council may postpone further consideration until the next meeting or continue to discuss the issue. After testing for consensus on an issue three times in one meeting, the chair may direct that the proposal be taken up again at the next meeting unless one of the conditions for voting applies.
- iii. If the council takes up an issue at a secondary meeting and are still unable to reach consensus, the council will consider alternative steps, including but not limited to:
 1. Asking a committee to bring the council a new proposal on the issue.
 2. Doing nothing or dropping the issue.
 3. Voting.

e. Adoption of policies

- i. Policies are defined as written documents that establish rules, procedures, guidelines, standards, or principals to guide decision making in various situations.
- ii. A policy may be adopted on its first reading or council may elect to adopt at the next meeting if council members feel more time is needed for public discussion.
- iii. Adopted policies are binding until the council amends them.

- f. Bylaws amendments—the council may amend these bylaws as needed. No decision or motion to amend the bylaws will be made until after the topic has been on the agenda and discussed for two meetings.