

Bryan Station High School Council
By – Laws
Adopted December 12, 2005

Article I: Purpose

To provide the council with a set of operational guidelines with which to function effectively.

Article II: Mission

The mission of the Bryan Station High School council is to set policy and make decisions that will create an atmosphere of equity, diversity and excellence, improve student achievement and enable teachers to impact the educational process.

Article III: Membership

A. Composition of School Council

1. The membership of the School Council shall include six (6) teachers, four parents, the principal and an associate principal.
2. If no minority (as defined by state law) parent is elected to the School Council, a special election of all parents shall be held to elect a minority parent representative. A special election will also be held to elect an additional certified representative.

B. Terms of Office

1. The terms of parent and teacher members shall begin on July 1 and end on June 30. Between the date of the elections and July 1, members-elect are expected to attend all council meetings.
2. Vacancies of Council Members
 - a. Council vacancies shall be filled at a special called election.
 - b. This called election shall follow guidelines set forth in these By-laws.
 - c. A vacancy is created when:
 - 1) A teacher is no longer assigned to the school.
 - 2) A parent no longer has a student enrolled in the school.
 - 3) A Council member misses three consecutive regular meetings.

- 4) A member resigns from the Council.

C. Elections

1. Parent Members: Parents conduct their own elections as per KRS 160.345. Annual elections shall be conducted each April by the school's largest parent organization that is formed for the purpose of electing four parent Council members. Parent elections may be by plurality vote (four parents with the highest number of votes) unless the parent organization requires a majority vote. A representative of the parent organization shall notify the Principal in writing of the four 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.
2. Teacher Members: Teachers shall conduct their own elections as per KRS 160.345. Annual elections shall be conducted each April for the purpose of electing six teacher Council members. Teacher members must be elected by a simple majority (one half plus one) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas:

Nomination

Preparation of Ballot

Elections

Absentee Ballots

Procedures after First Round Ballots

Delivery of election materials to the principal the next business day after the elections.

3. Term Limits: School council members can serve an unlimited number of terms as long as they continue to meet the eligibility requirements.

Article IV: Duties of Officers and Council Members

A. Chair

The Principal shall be Chair of the Council. In addition to presiding at Council meetings, the Chair shall:

1. Provide all members of the Council with copies of all school wide KIRIS results within three (3) school days after those results are delivered to the school.

2. Maintain a file of all correspondence addressed to the Council, and remove items from that file, either to discard them or to file them elsewhere, only after bringing them to two regular Council meetings.
3. Maintain a file of all items submitted for inclusion on the Council Agenda, shall prepare an agenda, and bring the file with all items to each Council meeting.
4. Be the official custodian of Council records.
5. Exercise any other responsibility specified in these By-laws.

B. Vice-Chair

The vice-chair shall be the Associate Principal in the absence of the Principal. The vice-chair shall preside at any Council meeting that the Chair is unable to attend or when the Chair must leave the meeting.

C. Secretary

1. The Secretary shall prepare minutes for the Council in accordance with the Section on Minutes in these By-laws.
2. The Secretary shall notify the Council when any Council member has been absent three consecutive meetings.

D. Council Members

Duties of council members include:

1. Knowing and adhering to the mission, philosophy and goals of Bryan Station High School.
2. Attending all council meetings, both regular and special.
3. Encouraging and requesting opinions from their constituencies.
4. Supporting, promoting and communicating council decisions.
5. Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council.

Article V: Committees.

The school council shall create and assign charges for all committees as needed. All standing and ad hoc committees are established to gain input from all stakeholders including certified and classified staff, parents, students, and community members. Standing committees for Bryan Station High School will be Curriculum & Instruction, School Culture/Climate, Technology, and Evaluation & Assessment.

Membership

- All Certified Staff shall participate, classified staff, parents, community member, or students may participate in the shared decision making process at Bryan Station High School by serving on committees.
- Each standing committee shall consist of at least 5 members.

Decision Making

Committee decisions shall be made by consensus. In the event that consensus is not possible, the chair may call for a majority vote.

Duties

- Committees shall carry out tasks assigned to them by the school council.
- Committees may decide to bring issues of concern or interest to the school council.
- Committee chairs or their designees will report as requested by the school council.
- Committee chairs shall provide the council secretary with written minutes of their meetings within five calendar days of the meeting.

Meetings

- Each committee shall choose the time, place, agenda, and schedule for their meetings that promotes parental and community involvement.
- Committees must comply with all provisions of the Open Meeting and Open Records law.

Article VI: Schedule of Meetings

A. Regular Meetings

1. Meeting dates and times shall be set at the beginning of each council year. These dates and times may be adjusted as necessary.
2. Meetings shall be open to the public and comply with requirements of the Open Meetings Law (KRS 61.805 – 61.850)
 - a. The Chair shall provide the local media with the schedule of regular meetings, post the schedule in the teachers' lounges and library, and send the schedule to parents.

- b. Notification shall be made at least one week before the regular schedule begins.

B. Special Meetings

A special meeting of the Council may be called by the Chair or by a petition of fifty (50%) percent of the members of the Council. Whoever calls the special meeting shall take the following steps:

1. A written, signed notice must state the date, time and place of the special meeting and the agenda for the meeting.
2. Only items listed in the notice of the meeting can be considered at special meetings.
3. The written, signed notice shall be delivered to every Council member and to the Fayette County Schools Public Information Office. The delivery can be made by hand, facsimile machine or mail, but the method shall be one that allows the notice to arrive at least 24 hours before the time set for the meeting.
4. The notice shall 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 shall be posted as soon as possible after the meeting is called, and not less than 24 hours before the meeting will be held.

Article VII: Conduct of Meetings

A. Quorum

1. A quorum shall be present to conduct business at regular and special meetings.
2. A quorum shall consist of at least four (4) teacher members, three (3) parent members and one (1) principal member.
3. During the terms when the alternative model of school-based decision making membership is used, a quorum shall consist of five (5) teachers, three (3) parent members and one (1) principal member.

B. Closed Sessions

1. The Council shall only meet in closed session to discuss:
 - a. Proposed or pending litigation by or against the Council.
 - b. Selection of a new principal or other new staff member.

2. Before a closed session can begin, the following steps shall be taken:
 - a. The Chair or another Council member shall announce in open session:
 - 1) That the Council needs to discuss business involving a topic that the law allows to be discussed in closed session.
 - 2) The general nature of business that needs to be discussed in closed session, and
 - 3) 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.
 - b. 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.
 - c. During the closed session, the Council shall only discuss the business stated in that announcement, and no final decision shall be made. After full discussion, the Council must return to open session and make any official decision needed on the matter, and the decision shall be recorded in the minutes of the open session.
3. Whenever possible, closed sessions shall be at the end of the agenda.

C. Agenda

Regular Meeting

1. A written agenda shall be prepared by the Chair in advance of each meeting.
2. The preliminary agenda shall be distributed publicly three (3) working days prior to any regular meeting. The Chair shall post copies of the preliminary agenda in the main office. The Chair shall provide copies of the agenda to each member of the Council and to the PTSA president.
3. Items may be placed on the preliminary agenda by contacting the Chair prior to the meeting. The Chair shall maintain a complete file of these items.
4. The agenda shall include review of the minutes of the previous meeting and reports from committees.
5. The agenda may be modified at the beginning of any regular meeting to provide time for additional concerns or issues.

6. At each regular meeting a time shall be set aside on the agenda for persons other than Council members to speak regarding their concerns.
7. Setting the final agenda shall be the first order of business at each Council meeting.
8. A financial statement shall be provided monthly to be reviewed and approved by the Council.
9. 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 wishes to contribute to the discussion on a particular item, 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.

D. Decision Making of the Council

Recommendations for Council action may be made by a Council member, a representative of a committee, any group or person affiliated with the school, or one who has a concern regarding the school.

1. Deciding Issues: The Council shall utilize consensus building decision making models. However, when a third consensus attempt fails a formal vote may be requested by a member of the Council. A simple majority shall decide the issue.

E. Adopting Policy

1. All policy recommendations shall require a first and second reading prior to adoption.
2. If no consensus is reached, the issue is not adopted, however any Council member may call for a vote to decide the issue.

Article VIII: Minutes and Other Council Records

A. Minutes Kept and Approved

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

4. The minutes of the school council shall not be official until they are reviewed and approved by the council. The minutes shall be open to public inspection immediately after they are approved.
5. The Principal will forward an official copy of the minutes to the SBDM District Coordinator and keep an official copy on file in the school.

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 Agenda
3. Improvement Plan (including Targets for Gap Reduction)
4. School Council Policies and By-Laws
5. School Council Budget Documents not in the School Plan
6. School Council and Committee Membership Lists
7. Official correspondence

C. Requests for Council Records

1. Requests for council records must be made in writing to the Principal. Requests must include specific documents and dates.
2. The fee for copying of council records shall be 10 cents per copy unless the request is for the School Improvement Plan document.
3. The fee for a copy of the School Improvement Plan document shall be the school's cost for one copy, as per printing records.
4. Council By-Laws, Policies and the School Improvement Plan shall be posted on the school's web page and can be accessed by the public at no cost.
5. The notification of the time required to furnish the requested records must be provided to the person making the request within three business days.
6. School council records will be available for inspection during the hours the school's library is open.
7. The Principal 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 in this policy, in compliance with local board policy, state guidelines and requirements.

Article IX: Suspending the Rules

The Council may suspend the rules in these By-Laws by two-thirds (2/3) vote.

Article X: Appeals

Board Policy

A copy of the local board of education's approved process for Appeals of Council Decisions is attached.

Article XI: Amendments

- A. Any amendment to these By-Laws shall be submitted in writing. No decision to amend the By-Laws shall be made until after the topic has appeared twice on the agenda for Council meetings.
- B. A two-thirds (2.3) vote is required to amend these By-Laws.
- C. Policy will be reviewed at least annually, or more often if needed. The council may amend policy following the decision making process outlined in this document.

Appeal of Decisions

ELIGIBILITY

Any resident of the District or a parent, student or employee of the school may appeal council decisions.

PROCESS

Each council shall post or otherwise communicate in an effective manner and/or a prominent place approved council minutes reflecting council decisions. An appeal of a council decision must be filed within ten (10) working days following posting or other method of communication.

Prior to being appealed, the issue shall be presented in writing to the council for reconsideration. Issues for council consideration shall be delivered to the Principal who shall bring the matter before the council at its next meeting. If the matter is not satisfactorily resolved within five (5) work days from the date the issue is presented to the council, the appeal may be submitted in writing to the Superintendent.

If, within five (5) work days after receiving the appeal, the Superintendent has not been able to resolve satisfactorily the concern, a further appeal may be made in writing to the Superintendent.

If, within ten (10) work days after receiving the appeal, the Superintendent has not been able to resolve satisfactorily the concern, a further appeal may be made in writing to the Board. The Board shall act on the appeal within thirty (30) work days of the Board meeting when the appeal was made. The decision of the Board shall be final.

BASIS FOR REVIEW

The Board will determine whether the issue on appeal falls within the authority granted to the council by [KRS 160.345](#).

Actions that fall within the statutory authority of the council will be reviewed on appeal based on whether the council action raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or was otherwise unlawful.

Actions that fall within the authority of the Board will be reviewed on appeal based on whether the council action lacks educational merit, is inconsistent with District goals, violates District policy, exceeds the authority of the council, raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or is otherwise unlawful.

BOARD ACTION

When the appeal issue falls within statutory council authority, the Board shall either (1) affirm the council decision or (2) refer the appeal back to the council with documentation of its concerns and suggestions.

When the appeal issue falls within the authority of the Board to decide, the Board shall either (1) uphold the council decision or (2) reverse any council action found to violate any of the review standards.

REFERENCE:

[KRS 160.345](#)

Adopted/Amended: 08/22/2005