



Beechwood High School School-Based Decision Making Council Bylaws

ARTICLE I – PURPOSE

The purpose of the Beechwood High School School-Based Decision Making Council Bylaws (“Bylaws”) is to provide the school council with a set of operational guidelines with which to function effectively, and therefore, improve student achievement.

ARTICLE II – MISSION

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

ARTICLE III – MEMBERSHIP

A. COMPOSITION

The school council shall consist of the principal, three (3) teacher representatives, two (2) parent representatives, and one (1) non-voting student representative. 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 (or designee). 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 select a non-minority teacher to represent the interests of the minority students in the school (for the purpose to maintain council proportions).

Beechwood High School council membership shall be as follows:

1. Principal (chairperson)
2. 3 teachers
3. 2 parents
4. 1 minority parent if needed (as required by statute)
5. 1 minority teacher if needed (as required by statute)
6. 1 student (non-voting member)

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 specialists. Administrative personnel (i.e., principals and assistant principals) may not serve as a teacher representative of the school council.

Parent representatives include any parent (i.e., biological parent, stepparent, foster parent and/or 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 currently enrolled and registered 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 or local board members and their spouses.

Student representatives include any student enrolled in the school during the term of service on the school council.

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

All school council representatives are required to complete annual training (with the exception of the non-voting student member). New school council representatives (i.e., those with less than one year of service) must complete six (6) hours of training in the process of school-based decision making, no later than thirty (30) days after the beginning of the service year for which they are elected to serve 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 no later than one hundred and twenty (120) days after the beginning of the service year for which they are elected to serve. Experienced council members may choose from a list of training sessions based on individual need. By November 1st each year, the principal will ensure that names, addresses, and the training completed of each council member are reported to the Kentucky Department of Education.

C. ELECTIONS

Parent Elections. Annual elections shall be conducted each April or May by the Beechwood PTSA. The Beechwood PTSA shall determine the procedures for their parent elections. A representative of the PTSA shall notify the principal in writing of the two parents elected within five (5) days of the final vote, and shall deliver all election materials, including written procedures, to the principal the next business day after the election.

Teacher Elections. Annual elections shall be conducted each April or May for the purpose of electing three teacher council members. 2 election chairs, as decided by a staff vote, shall determine the procedures for their SBDM teacher elections. A representative of the teachers shall notify the principal in writing of the three teachers elected within five (5) days of the final vote, and shall deliver all election materials, including written procedures, to the principal the next business day after the election.

Student Appointments. Annual selection process shall be conducted each April or May for the purpose of appointing one non-voting student member. The principal, alongside current SBDM voting members, shall determine the procedures for the student selection process.

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

The Kentucky Commissioner of Education may recommend removal of a school council member whom the commissioner 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

Kentucky School District 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.

E. FILLING VACANCIES

If a member of the school council resigns or is removed from office, another member shall be elected as soon as possible after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until June 30, and be eligible for re-election. However, if the teacher or parent election for the upcoming term has been completed, the respective constituency group (i.e., teacher or parents) may determine if the vacancy will be filled or will remain vacant until the end of the term.

F. TERMS OF OFFICE

The terms of parent, teacher, and student 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.

ARTICLE IV – DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. ELECTION OF OFFICERS

Officers shall include Chair and Vice Chair. The vice chair of the school council shall be elected each August by council members 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. The chairperson will preside at all council meetings and carry out all other specific council duties as assigned by these bylaws.

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.

ARTICLE V – COMMITTEES

A. PURPOSE

Standing and ad hoc committees are established to gain input from all stakeholders including certified and classified staff, parents, students, and community members. Standing and 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

Standing school council committees are included in the Committee Policy and can only be dissolved by amending the policy.

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

C. DUTIES

School council 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 will report at regular council meetings as requested by the school council. Committee chairs shall provide the council secretary with written minutes of their meetings no later than 5 days after the committee meeting has occurred.

D. 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

At the first council meeting on or after July 1st each year, the council will designate a regular meeting time and place. The principal will post a copy of the regular meeting schedule on the SBDM Board outside the HS office so that it is regularly accessible to parents. He or she will use any other methods deemed appropriate to make the schedule readily available to the public.

The principal shall post the school council's regular meeting schedule for the year in July on the school website. The principal will provide notification of the school council's meeting time and agenda at least one week in advance of each regular meeting. The principal shall notify staff of the meeting in the weekly newsletter. The principal shall notify the school community by posting meeting dates and agenda on the school website.

In the case of inclement weather/school emergency where the school district is closed the day of the regular school council meeting, the principal shall determine whether or not to cancel and/or reschedule the school council meeting. If the meeting is rescheduled, the principal shall follow all of the guidelines of calling a special meeting.

B. SPECIAL MEETINGS

If needed, the chairperson or a majority of the school council members may call a special meeting. The following steps must be completed when a special meeting is called:

1. 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.

2. 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.
3. Posting of Notice: The notice for the special meeting shall be posted by the chairperson on the bulletin board in the school foyer at least 24 hours prior to the time of 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. The non-voting student member does not count toward quorum.

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. Non-voting members on council may not participate in closed session. The school council may meet in closed session for the following reasons: (1) to discuss proposed or pending litigation; (2) to discuss candidates for personnel vacancies and/or consultation in filling vacancies; or (3) to discuss items where state or federal law specifically requires privacy. 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 for consensus

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:

1. Review and approval of previous meeting minutes and agenda;
2. An opportunity for public comment;

3. Good news report
4. Old Business
5. New Business and
6. Budget
7. Principal's Report

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

invited to attend a meeting to provide input on certain agenda items 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

The school council will make decisions by consensus except as otherwise designated by Kentucky statute. The council will operate by consensus decision-making using the following procedures:

- a. All council members who choose to do so will be given a chance for input on issues requiring a consensus decision.
- b. If council input and discussion reveal significant concerns or ambiguities related to an issue, the council's normal practice will be to give or return the issue to a committee for further work. Exceptions may be made for urgent timelines or pressing concerns.
- c. 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 is obligated to say so at this time. Members who support the motion will indicate by word or other sign that they believe there is now a consensus.
- d. If no member states unwillingness to support, the chair will direct the recorder to record that consensus has been reached and the motion has passed.

No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study. To be officially adopted, a policy will have a reading at two different council meetings. Adopted policies are binding until the council amends them.

Consensus Failure:

1. 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:
 - a. When the council will otherwise be unable to meet a legal deadline by which the council is required to have made a decision, or
 - b. When the council has failed to reach consensus at a second meeting for that purpose.

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 high school office 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 immediately after they are approved. The principal will keep an official copy on file in the high school office. A copy of the official minutes will be posted on the bulletin board in the foyer by the chairperson.

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;
6. School council and committee membership lists; and
7. Official correspondence.

C. REQUESTS FOR COUNCIL RECORDS

Request 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

A. BOARD POLICY

Appeals are in accordance with Kentucky School District 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.

Bylaws and update adopted at SBDM - January 2022