



BRYAN STATION HIGH SCHOOL

COUNCIL BYLAWS

ARTICLE 1: PURPOSE

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

ARTICLE II: MISSION

Bryan Station High School is committed to developing responsible, successful, and college and/or career ready citizens through rigorous and relevant instruction in an atmosphere of equity and excellence.

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:
 - i. A teacher is no longer assigned to the school.
 - ii. A parent no longer has a student enrolled in the school.
 - iii. A member resigns from the Council



C. Parent Member Elections

Parent Members: Parents conduct their own elections as per KRS 160.345. Annual elections shall be conducted each April. The parent members shall be elected by the parents of students preregistered to attend the school during the term of office in an election conducted by the parent and teacher organization of the school or, if none exists, the largest organization of parents formed for this purpose. 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.

D. Teacher Member Elections

Teachers shall conduct their own elections as per KRS 160.345.

1. Selecting the Teacher Election Committee

- a. Election of certified faculty members to the Bryan Station High School SBDM Council shall be held at the first faculty meeting in the month of May.
- b. The Teacher Election Committee will be elected from the floor by the certified staff in attendance at the first faculty meeting in the month of March or as election conditions dictate.
- c. The Elections Committee shall consist of at least two (2) to three certified staff who will be responsible for the full administration of the Teacher Election Process. The Elections Committee shall exclude anyone nominated for the Teacher Election Committee who may be interested in running for a vacancy to a teacher representative position on the SBDM Council.
- d. The Teacher Election Committee shall elect a Chair from amongst the two (2) to three (3) members of the Teacher Election Committee.

2. Responsibilities

- a. The Teacher Election Committee responsibilities includes but is not limited to determining the specific dates election proceedings will be circulated to certified staff; the distribution and collection of declarations for nomination; development of ballots and monitoring the collection of ballots cast using a secret ballot vote.
- b. The Chair of the Teacher Election Committee shall circulate election notices to all certified staff as follows:



- i. Nominations shall be open three school weeks prior to the election or as election conditions dictate and shall close at 3:00 three working days before the election.
 - ii. If vacancies occur during the current term, then a special election will be held within a month of being provided written notice from the Principal of the school that a vacancy exists for a teacher(s) representative to the SBDM Council. The Teacher Elections procedures detailed herein shall be administered as it related to the specific time and dates of the existing vacancy within the school year.
3. Nominations
 - a. The certified staff members may nominate themselves or may be nominated by other certified staff members. Teacher representatives shall be persons for whom certification is required as a basis for employment, with the exception of the principals and associate principals. Council members shall not have conflict of interest pursuant to KRS chapter 45A.
 - b. Nominations shall be presented in writing and hand delivered to the Elections Chair. The Elections Chair shall verify the nominee's eligibility and willingness to serve and shall publish the list of nominees during the nomination period as needed. If six nominations (or three depending on the size of your council) have not been received the day before the election, the nomination period shall be extended.
4. Absentee Balloting
 - a. Certified Staff members who are unable to attend the scheduled election may submit an absentee ballot, with their selections in priority order. This ballot shall be presented to the Elections Chair prior to the election and shall be valid throughout the voting process.
 - b. Any teacher who cannot be present at the designated time of the election may submit a ballot prior to the meeting. The ballot shall be made available by the Teacher Election Committee and the certified staff shall sign and absentee ballot verification form provided by the Teacher Election Committee.
5. Voting
 - a. At the election meeting, the principal, or other administrators, and other non-certified staff members will leave the room before the voting process begins. Teachers conduct their own elections as per KRS 160.345



- b. Voting will be administered by the use of a paper ballot. Certified teachers will sign in and be given an official ballot to cast their votes.
 - c. Certified Faculty may vote for as many candidates as they wish up to the number of teacher council member vacancies determined on the ballot.
 - d. Representatives shall be determined by a majority vote based on the number of certified staff assigned to the school. Each staff member may vote for at least one candidate from the number of candidates running up to six candidates. A majority is defined as 50% plus one from the number of certified staff assigned to the school.
 - e. If fewer than six candidates receive a majority of votes, the person getting the smallest number of votes shall be removed from the ballot, and the teachers shall vote again. This process of removing one name shall be repeated as often as necessary to elect candidates by majority
 - f. The final results will be announced before the meeting is adjourned so all voters must remain until the final selection(s) are announced.
 - g. Once the teacher council members have been elected, the ballots and other election documents shall be turned in to the principal for record keeping per the record retention procedures.
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. Share information with individual council members about testing results prior to their public release.
2. Provide all members of the Council with copies of all school wide **testing results** within three (3) school days after those results are released.
3. Maintain a file of all correspondence addressed to the Council.



4. 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.
5. Be the official custodian of Council records.
6. 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

The Secretary shall prepare minutes for the Council in accordance with the Section on Minutes in these By-laws.

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.
6. Follow guidelines as set in the Principal Selection Policy to select a new principal when a vacancy occurs. (See BSHS SBDM Policy: Principal Selection Policy)

ARTICLE V: COMMITTEES

There will be eight (8) SBDM standing committees: Professional Development; Budget; School Culture and Climate (PBIS); Coordinated School Health and Wellness; Curriculum, Instruction, and Assessment; Literacy; Program Review; and Technology and Communication. As needed, the council may also approve ad hoc committees. For an in-depth description of the jurisdictions of these standing committees, as well as the composition/membership requirements and operating rules, see BSHS SBDM Policy: Committees Policy.



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 and make the schedule available to teachers, parents and community stakeholders.

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 notice shall be delivered to every Council member and to the Fayette County Schools Public Information Office. The delivery can be made by e-mail or any method 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 fifty percent (50%) of the members of the Council plus one (1), with representatives from each group (administrator, parent, and teacher).
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.



4. For consultation purposes during school breaks, if a quorum cannot be reached, the principal may declare an emergency and conduct the required consultation with at least two additional council members present. (See BSHS SBDM Policy: Consultation Policy)

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:
 - i. That the Council needs to discuss business involving a topic that the law allows to be discussed in closed session.
 - ii. The general nature of business that needs to be discussed in closed session, and
 - iii. 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

1. Regular Meeting
 - a. A written agenda shall be prepared by the Chair in advance of each meeting.
 - b. The preliminary agenda shall be **made available** 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.
 - c. 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.



- d. The agenda shall include review of the minutes of the previous meeting and reports from committees.
- e. The agenda may be modified at the beginning of any regular meeting to provide time for additional concerns or issues.
- f. At each regular meeting a time shall be set aside on the agenda for persons other than Council members to speak regarding their concerns.
- g. Setting the final agenda shall be the first order of business at each Council meeting.
- h. A financial statement shall be provided monthly to be reviewed and approved by the Council.
- i. 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

1. 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. **(Refer to Article 7, Section C #3).**
2. 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 **page** 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.

Date Adopted: 7/20/2015

Date Reviewed or Revised: _____

Date Reviewed or Revised: _____



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