**Purpose**

The purpose of the Kentucky School for the Deaf (KSD) Advisory Board is to provide recommendations to the chief state school officer concerning all areas relating to the effective operation of the school, including but not limited to: (a) Goals and objectives; (b) Budget requests; (c) Student services; (d) Public relations; (e) Construction and maintenance; and (f) Program evaluation.

The mission of the KSD is to provide comprehensive educational services to all Kentucky students who are Deaf from age 3 to age 21.

The KSD is committed to ensuring that students who are Deaf and hard-of-hearing are provided rigorous instruction in a safe and caring environment. KSD staff are dedicated to ensuring that Deaf and hard-of-hearing students are successful and graduate armed with the tools and knowledge for college, career, or wherever their futures lead them.

The KSD was established on April 10, 1823, and is the fourth oldest school for the Deaf in the United States, and the 1st public-supported Deaf School in the United States. The KSD will celebrate its Bicentennial in 2022-23. The Centre College Board of Trustees governed the school until 1870. Then the Kentucky General Assembly established a Board of Commissioners for oversight which was in place until 1959-60 when the Kentucky Department of Education (KDE) was given the management of the school. Today, the KSD continues to help all Kentucky students who are Deaf and hard-of-hearing to develop their knowledge, talents, and skills to become confident, competent, and independent adults.

**Preamble**

The Kentucky General Assembly requires that the KSD have an advisory board per [KRS 167.037](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=4702). The advisory board acts in an advisory capacity to assist the commissioner of education and the KSD Administration on how the school can best meet the specialized education and cultural needs of the community of students it serves.

**Article I**

**Membership**

The statute requires an advisory board composed of nine (9) members appointed by the Kentucky Board of Education (KBE) upon recommendation of the chief state school officer (commissioner of education).

**1. Number.** The membership shall consist of nine (9) members.

**2. Eligibility.** Advisory board members for the KSD shall be selected from nominations submitted by the Kentucky Association of the Deaf Inc., the Parent-Teacher-Cottage Parent Association, the Kentucky School for the Deaf Alumni Association Inc., the Kentucky Association of School Administrators, and the chief state school officer. A majority of the board's membership shall be persons who are deaf or hard-of-hearing.

Membership on the board shall be statewide and shall consist of:

1. Two (2) parents of deaf children;

2. One (1) professional in education of the deaf;

3. One (1) former student of the Kentucky School for the Deaf;

4. One (1) member of the Kentucky Association for the Deaf;

5. Two (2) members who shall represent school districts; and

6. Two (2) members at large.

**3. Term.** Members shall be appointed for regular terms of four (4) years. No member shall serve more than two consecutive terms on the advisory board.

**4. Compensation.** Members of the board shall serve without compensation but shall be reimbursed for necessary expenses incurred in the performance of their duties.

**5. Appointment.** KSD Advisory Board members are recommended by the commissioner of education to the KBE for consideration of appointment. The KBE has the authority to appoint members to the KSD Advisory Board.

**6. Resignation, Removal.**

(a) Any member may resign at any time from the KSD Advisory Board upon written notice to the commissioner of education. The resignation shall be effective regardless of whether it is accepted by the commissioner.

(b) Only the commissioner of education has the power to remove a KSD Advisory Board member. The commissioner may, in absolute discretion, remove any member of the KSD Advisory Board from office at any time during his or her term upon written notice to such member. The notice shall be effective when given in person, by telephone, by email, or upon deposit in the United States mail, postage prepaid.

**7. Vacancies.** Vacancies on the KSD Advisory Board for any reason whatsoever will be filled by approval of the KBE.

**8. Rights and Duties.** The KSD Advisory Board may advise the KSD Administration with respect to whether the programming and services are meeting the specialized educational and cultural needs of the communities served.

**9. Limitation on Powers.** The role of the KSD Advisory Board shall be solely advisory in nature. In no event shall the KSD Advisory Board have any authority to exercise any control over the daily management or operation of the Kentucky School for the Deaf, nor shall the KSD Advisory Board or any member thereof have the right to require or to seek a court or governmental agency to order the KSD administration or KSD employees to take or to refrain from taking any action with respect to programming, services, or policies. No member of the KSD Advisory Board shall be deemed to have the rights of an employee of the school.

**ARTICLE II**

**Officers**

**1. Appointment.** The KSD Advisory Board shall elect from its membership at the first regular meeting in each fiscal year, a chair and vice chair. A member may serve no more than two (2) consecutive years as chairman. The KSD Advisory Board shall elect a secretary to keep minutes for all regular and special meetings.

**2. Term.** A chair shall serve a one-year term and shall not be eligible to serve more than two years consecutively as chair. A secretary shall serve a one-year term and shall not be eligible to serve more than two years consecutively as secretary.

**3. Elections.** Elections shall be held at the first meeting of each fiscal year.

**4. Duties of Chair.**

(a) The chair will preside at all meetings and work with KSD Administration to plan and finalize meeting agendas.

(b) The chair will act as official spokesperson for the KSD Advisory Board.

(c) Maintain decorum of the meeting to ensure that the advisory board stays on task with agenda items and that the public comment period proceeds in a timely and fair manner.

**5. Duties of Secretary**: The secretary shall keep the minutes of the KSD Advisory Board and present to the KSD Administration in writing within 30 days of the meeting the minutes and any recommendations approved by the advisory board. The secretary is responsible for distributing the minutes to the advisory board.

**6. Compensation.** No additional compensation is provided to a member serving as chair, vice chair, or secretary.

**ARTICLE III**

**The KSD Advisory Board will follow Robert’s Rules of Order in the conducting of meetings.**

**Meetings**

**1. Regular Meetings.** The KSD Advisory Board shall meet not less than three times annually. Meetings shall be held at the KSD campus or at another meeting place upon request of the chair to the KSD Administration. Additional regular meetings may be scheduled according to procedures established by the KSD Advisory Board and are subject to approval by the commissioner. Each regular meeting must include a motion to approve the minutes of the previously held meeting as presented or as amended with corrections.

**2. Special Meetings.** Special meetings of the KSD Advisory Board may be requested by the chair and at least two (2) other advisory board members in writing to the KSD principal for consideration.

**3. Regular Committees/ Ad-Hoc Committees.** Any standing or ad hoc committees must meet all the requirements of the open meetings act. No quorum of the members are permitted to meet or discuss state business without notice and opening the meeting to the public. Regular and ad hoc committees may be initiated by the Board as need arises. Membership will include Board members appointed by the Chair. Individuals from the public may be asked to serve on an ad hoc committee if particular expertise input is needed.

**4. Public Comments.** Each meeting will set aside 30 minutes dedicated to receiving public comments. If no individuals sign up to address the KSD Advisory Board before the meeting begins and per the requirements of the board’s bylaws, the chair shall proceed with the agenda.

(a) Individuals wishing to address the KSD Advisory Board shall sign up to speak before the meeting begins and provide his/her name and issue they shall speak on.

(b) Individuals addressing the KSD Advisory Board are provided 5 minutes each for public comment.

(c) Speakers may not allot their 5 minutes of time to another person.

(d) The KSD Advisory Board has the right to set limits on the topics that may be addressed by the public to ensure relevance to the function and purpose of the advisory board.

(e) To ensure fairness, the secretary will keep time for the dedicated 5-minute period of time for each speaker that has signed up to address the board. This will provide that all speakers have the allotted time provided.

(f) Speakers will be called on to address the chair in the order they signed up to speak.

(g) Speaker comments should be directed to the chair and not to individual board members or KSD staff.

(h) Advisory Board members shall not engage the public but listen attentively to public comments.

(i) If speakers request follow-up information from the KSD Advisory Board, the secretary shall take the name and address of the individual to return the requested information in writing.

**5. Conduct of Meetings.** The KSD Advisory Board will model courtesy and respect and encourage members of the public to do the same.

**6. Proxies.** No member of the KSD Advisory Board shall act by proxy.

**7. Failure to Attend**. Failure to attend two successive regular KSD Advisory Board meetings may be considered cause for removal of an advisory board member.

**8. Quorum**. At any meeting of the KSD Advisory Board, a majority of membership shall constitute a quorum.

**9. Open Meetings.** All meetings shall be conducted in accordance with the Kentucky Open Meetings Act. All regular and special meetings of the KSD Advisory Board shall be preceded by notice thereof to the public of the date, time, place of the meeting and the agenda. All persons shall be permitted to attend any regular or special meetings of the KSD Advisory Board.

**10. Notice.** Regular meetings of the KSD Advisory Board shall be held only with written notice of at least ten (10) days prior to the announced date, time, place of meeting and the agenda. Special meetings shall be held with at a minimum of 24 hours' notice per the requirements of Kentucky’s open Meetings Act.

**11. Required Vote**. Each member present at a meeting of the KSD Advisory Board shall be entitled to one vote. Every act or decision done or made by a majority of the members present at a meeting duly held at which a quorum is present is an act of the KSD Advisory Board. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of members. Any action taken shall be approved by at least a majority of the required quorum for such meeting.

**12. Board Action.** The KSD Advisory Board shall reach consensus on any recommendation before forwarding said recommendation to KSD Administration. All recommendations shall be presented to KSD Administration in writing within 30 days of the meeting the action was taken.

**13. Amendment of Bylaws.** Amendments to the bylaws may be proposed, discussed and voted on by the KSD Advisory Board and requires a majority of the membership to change.

**ARTICLE IV**

**Annual Report.** The Board will review an annual report covering the period July 1 – June 30 each year. An annual report covering the six (6) specified areas (as mentioned in Board Mission) and an evaluation of the school’s improvement plan will be reported to the Commissioner of Education and the State Board by the chair of the Advisory Board and KDE/KSD staff assigned to work with the board.

**ARTICLE V**

**Communication Procedures.**

1. All communication from the Board shall be conducted through mail and / or electronic mail (email).
2. Recommendations of the Board to the Commissioner of Education will be submitted via theKSD principal and Commissioner of Education.
3. Communication between the Board and entities outside the KSD / KDE may occur (e.g., with the Governor, Legislature, other Advisory Boards, etc.). Protocol will be determined on a case-by-case basis and with the input of the KSD/KDE staff assigned to work with the Board, including communication by electronic means.
4. A mailing list will be developed and maintained by the Board to include the following: key individuals OF THE ORGANIZATIONS REPRESENTED BY EACH Board member and other organizations and / or individuals providing services to people who are deaf. Others in the public may request to be added to the mailing list.
5. Meeting Minutes will be disseminated to all Board members by KSD staff after each Board meeting. The text will highlight general occurrences and any actions taken by the Board.

**ARTICLE VI**

**Orientation of new members and officers of the Board.**

1. Purpose: To provide new members and officers with the information they need to participate effectively on the KSD Advisory Board.
2. Orientation Meeting: KDE / KSD Administration will schedule an orientation meeting of the new member(s). It will be scheduled at a time and location mutually agreeable to the new member(s) and the school, within 30 days of the next regularly scheduled Board meeting.