

BYLAWS
HIGHLANDS HIGH SCHOOL
SCHOOL BASED DECISION MAKING COUNCIL

ARTICLE I. PURPOSE OF BYLAWS

The purpose of these Bylaws is to provide the School Based Decision Making Council of Highlands High School (“Council”) with a set of operational guidelines with which to function effectively towards its mission of improving student achievement.

ARTICLE II. MISSION

The mission of this Council is to set school policy and make decisions that will provide an environment to improve student achievement and to enable teachers to impact the educational process.

ARTICLE III. MEMBERSHIP

A. Composition

1. The Council will consist of the Principal, three teacher representatives and two parent representatives.
2. Minority representatives will be elected to the Council in accordance with Board policy. (*See, Election of School Council Members, 02.421.*)

B. Requirements for Membership

1. The requirements for membership of both teacher and parent representatives on the Council shall be determined in accordance with Board policy. (*See, Election of School Council Members, 02.421.*)
2. All Council representatives are required to complete annual training. Council representatives with less than one year of service must complete six hours of training on the process and implementation of SBDM from a Kentucky Department of Education endorsed trainer. Council representatives with more than one year of service must complete three hours of training.

C. Elections

1. Elections of parent and teacher representatives shall be conducted in accordance with Board policy. (*See, Election of School Council Members, 02.421.*)

D. Terms of Office

1. The terms of office for Council members are specified by Board policy. (See, election of School Council Members, 02.421.)

ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. Election of Officers

1. Officers shall include Chairperson, Vice Chairperson and Secretary. The Vice-Chairperson shall be elected each August by Council members and shall serve for one year. If a Vice-Chairperson resigns his or her position, the Council shall conduct a vote at that meeting to fill the position with another council member.

B. Chairperson

1. The Principal serves as the chairperson of the Council.
2. Duties of the chair include:
 - a. Conducting school council meetings;
 - b. Organizing and maintaining council records by maintaining minutes of meetings and forwarding a copy to the district SBDM Coordinator after approval by the Council;
 - c. Stating when a consensus is present for the record;
 - d. Coordinating standing and ad hoc committees and monitoring committee progress; and,
 - e. Maintaining a file of all correspondence addressed to the Council.

C. Vice-Chairperson

1. Duties of the Vice-Chairperson shall include presiding over Council meetings in the absence of the Chairperson.

D. Secretary

1. The Council Secretary shall be appointed by the principal to keep minutes of all Council meetings.
2. Duties of the Secretary shall include:
 - a. Recording in writing all minutes of meetings;
 - b. Processing minutes;

- c. Processing and dissemination of meeting agendas; and,
- d. Typing and disseminating summary reports.

E. Council Members

- 1. Duties of Council members include:
 - a. Adhering to the mission, philosophy, and goals of Highlands High School;
 - b. Attending all Council meetings;
 - c. Encouraging and requesting opinions from their constituencies; and,
 - d. Supporting, promoting, and communicating Council decisions.

ARTICLE V. MEETINGS

A. Regular Meetings

- 1. The Council's designated meeting room is the Principal's office meeting room.
- 2. The meetings shall be held on a regular basis on a designated day of each month and time as decided by the current Council members. Meetings will last no longer than 2 hours unless by consensus of the Council.
- 3. All meetings of the Council are open to the public in accordance with the open meeting law, except as provided in KRS 61.810. All meetings shall be held at times convenient to Council members and other interested parties. The Council shall determine its own meeting times and dates. Public notice of all meetings shall be posted in the Principal's office, on the school calendar and website at least three days prior to a Council meeting.

B. Special Meetings

- 1. A special meeting of the Council may be called by the chairman or by any three members of Council.
- 2. Any special meeting of Council must comply with the requirements of the open meeting laws.
- 3. Only items on the agenda will be discussed.

C. Quorum

1. A quorum shall be a majority of Council members. In order to conduct business a quorum must consist of at least one parent, one teacher, and the chair.

D. Agenda

1. The agenda for the next regular meeting shall be drafted by the chairperson and submitted to Council members for approval five school days prior to the next scheduled meeting date. Any concerned party may request that additional items be included on the agenda. The request shall be submitted to the chairperson in writing at least seven school days in advance of the regular meeting. The request must state the issue to be addressed, the name of the person who will address the issue, and the person or group they represent.

2. The agenda shall be posted in the Principal's office, on the school calendar and website at least three days prior a Council meeting.

3. The chairperson shall have the authority to limit the discussion of any item on the agenda or public comments to the Council.

4. In special called meetings an agenda shall be prepared and distributed as early as possible prior to the meeting.

E. Discussion of Agenda Items

1. The Council shall discuss each agenda item before a decision is made. Each Council member shall be given an opportunity to express his or her opinion on the item. Other persons attending the meeting may be recognized by the Chairperson and may address the school council as the Chairperson 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 Council.

2. 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

1. All business and decisions of the Council will relate to the school's mission and purpose to improve the instructional program and further the goals in the School Improvement Plan. The Council will make decisions by consensus except as otherwise designated by statute.

2. No proposed policy may be approved by the Council at the same meeting at which it was initially proposed for study. All newly proposed policies or policy changes will be referred to the appropriate committee for review. All decisions and policies officially adopted by Council will be reported to the Board and superintendent through the district SBDM coordinator.

G. Minutes and Other Council Records

1. Formal minutes shall be maintained of all Council actions.
2. To be official, actions taken by the Council must be recorded in the minutes, and the minutes must be approved by the Council at the next meeting.
3. Minutes may only be amended to correct errors or clarify meaning. Actions or votes correctly recorded may not be changed by amending the minutes.
4. Minutes of meetings shall be available to interested parties no later than the end of the next meeting of the Council.
5. The Council secretary shall compile minutes in a notebook for each school year to be kept on permanent file in the Highlands High School library.
6. The following are official documents that must be kept on file for public inspection in the library:
 - a. School council minutes and agendas;
 - b. Committee minutes and agendas;
 - c. School improvement plan;
 - d. School council policies and bylaws;
 - e. School council budget documents;
 - f. School council and committee membership lists; and
 - g. Official correspondence.
7. Requests 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 \$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.

H. Council Vacancies

1. Counsel vacancies shall be filled at a special called election and shall follow the guidelines set forth for the general election of Council members.

2. If a member of the Council resigns or is removed from office, another member shall be elected within one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the Council member's term and be eligible for re-election.

I. Committees

1. The Council may form standing and ad hoc committees. Committees of the Council will be established and operated in accordance with SBDM Council policy.

ARTICLE VI. APPEALS

1. An appeal of any decision of the Council shall be in accordance with Board policy. (See, Appeal of Decisions, 02.42411.)

ARTICLE VII. AMENDMENTS

1. These bylaws may be amended after a first and second reading at two consecutive school council meetings by a two-thirds majority vote of Council. Policies will be reviewed annually.

Adopted: _October 19, 2015.