



The STEAM Academy Advisory Council Bylaws

Article I. Name of the Advisory Council

The name of this advisory council shall be the Fayette County Public Schools (FCPS) STEAM Academy Advisory Council, herein referenced as “STAC”.

Article II. Mission of the Advisory Council

The STAC’s mission is to set policy for establishing a culture at STEAM that fosters learning, innovation, achievement, and most importantly, ownership of one’s own lifelong education – such that the typical goals of surpassing state standards, college/career readiness, scholarships, awards, etc. are reduced to natural side effects, rather than the goals themselves.

Article III. Purpose of the Program

As a class A5 program, the STEAM Academy is a district-operated program that is not fully subject to the governing constructs and statutory provisions set forth in the School Based Decision Making (SBDM) law (KRS 160.345) which defines the SBDM governing process; therefore, this document defines a similar school governance, shared-decision making process, and structure for policy development to be implemented by the Director. The STAC makes recommendations to the Superintendent. The STAC will regularly assess, monitor, and evaluate the needs, programs, and concerns of STEAM via a democratic process, acting as representatives of STEAM students, family members, faculty, and staff.

Article IV. Membership

A. Composition

In its first iteration, the STAC will be comprised of 16 members: Three (3) from the University of Kentucky, three (3) from FCPS, and ten (10) from STEAM—(2) students, (2) parent members, (3) teachers, (1) non-teaching certified staff, (1) classified staff and the STEAM Director. One (1) community stakeholder (ex-officio), will serve as a nonvoting member. The Director of STEAM shall serve as the Chair of the STAC. A Vice Chair of the STAC shall be elected at the first meeting of the new school year by STAC members and shall serve for one year. Re-election is permitted. If a Vice Chair resigns his or her position, the STAC shall conduct a vote at that meeting to fill the position with another STAC member.

B. Requirements for Membership



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1. **All Members (16).** All members shall receive training annually. No one who has a business interest in STEAM may serve on the STAC as designated by KRS 45A.340. Members of the STAC shall receive no compensation for their services related to the STAC.
2. **University of Kentucky Members (3):** Appointed annually by the Dean of the College of Education.
3. **Fayette County Public Schools (3):** Appointed annually by the Superintendent of Fayette County Public Schools.
4. **Teacher Members (3):** Teacher STAC members must possess certification required for their position as a basis for employment in Kentucky public schools. Itinerant staff may nominate, serve, and vote in annual teacher elections at STEAM. The Director is not eligible to participate in teacher elections.
5. **Non-teaching Certified Staff Member (1):** Certified STAC member must possess certification required for his/her position as a basis for employment in Kentucky public schools. Itinerant staff may nominate and vote in annual certified staff elections at STEAM Academy. The Director is not eligible to participate in certified staff elections.
6. **Classified Staff Member (1):**
The support staff of the school (office, cafeteria, custodians, and instructional assistants, etc.) shall conduct an annual election using a written process to elect a support staff representative to STAC.
7. **Parent Members (2):** The legal definition of parent (KRS 160.345(1)(d.)) allows biological parents, stepparents, foster parents, or persons who have court ordered legal custody of a STEAM student to nominate, be nominated, and to vote in annual parent representative elections. According to the law, parents who are nominated or who wish to vote must have a STEAM student "preregistered to attend" the school for the following academic year.

Parent STAC members cannot be employed in or be related to someone who is employed in the school or in the district administrative offices. An Attorney General's Opinion [OAG 90-102] says that "relative" as used in this section should have the same definition found in KRS 160.180 and KRS 160.380 that applies to school boards. This means that a parent who is a "father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law" of someone who works at the school or in the district administrative offices could not be a parent STAC member. Parent members cannot be a board member or a board member's spouse.



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8. **Student Member (2):** Two student representatives are to be elected annually by the majority of the student body by September 1st. The student representatives shall include (1) upperclassmen (junior/senior) and (1) lower classmen (freshmen/sophomore).
9. **Community Stakeholder:** The Community Stakeholder will be recommended annually by the Chair and appointed by consensus of the council.
10. **Diversity and Inclusion:** Diversity and inclusion is an essential tenant to the establishment of the STEAM Academy and therefore, members elected and appointed to the STAC shall represent the demographic makeup of the student body across all grade levels. To achieve this representation, if there are no minority representatives appointed from amongst the three (3) University of Kentucky Members, (3) Fayette County Public Schools Members and if there are no minorities elected in the initial elections from the teachers (3), (1) non-teaching certified staff member, (2) parents (2) students elections, then:
 1. In the event a special election is needed, a minority teacher from the school's certified staff shall be elected by the certified staff (teachers).
 2. If there are no minority teachers on staff at the school, the parents shall elect a minority parent to represent the interests of the minority students in the school.

C. ELECTIONS

1. **Parent Members:** 1) Parents conduct their own elections as per the written procedures developed by the parent and teacher organization (PTSA) in the school, or the largest group of parents in the school formed for this purpose of electing two parent representatives. Parent representatives serve staggered terms; one elected in the first year of a biennium and the second elected in the second year. (2) Annual elections shall be conducted each May by the school's PTSA for the purpose of electing two parent STAC members. 3) Parent elections may be by plurality vote (2) parents with the highest number of votes, unless PTSA bylaws require a majority vote. The president of the PTSA shall notify the Director in writing of the parents elected as soon as possible following the final vote.



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Parent elections may be by plurality vote, (2) parents with the highest number of votes, unless PTSA bylaws require a majority vote. The president of the PTSA shall notify the Director in writing of the two parents elected as soon as possible following the final vote.

2. **Teacher/Certified Staff Members:** Teachers/Certified Staff shall conduct their own elections per the written procedures developed by the certified staff. Annual elections shall be conducted each May for the purpose of electing teacher STAC members and (1) certified staff member as needed to fill vacancies. Teacher members and certified staff members must be elected by a simple majority (one half plus one) of the number of staff assigned to the school. The process that teachers/certified staff may use to elect their representatives should address the following areas:
 - a. Nomination
 - b. Preparation of Ballot
 - c. Elections (including announcement of election date/time and counting of ballots)
 - d. Absentee Ballots
 - e. Procedures after First Round Absentee Ballots
 - f. Run-off elections in the event of ties.
 - g. Delivery of election materials to the Director the next business day after the election

3. **Initial Elections:** In order to stagger the terms of STAC members the 2015-16 elections shall be held as follows: If you move the classified member to a more solid spot, you might also want to add them in the chart.

Member	Term	Term 1	Term 2
Certified Staff	2-year	2014 – 2016	2016 – 2018
Support Staff	1-year	2015-16	2016 – 2017
Community Stakeholder	Appointed Annually	2015 – 2016	2016 – 2017
FCPS 1	Appointed Annually	2015 – 2016	2016 – 2017
FCPS 2	Appointed Annually	2015 – 2016	2016 – 2017
FCPS 3	Appointed Annually	2015 – 2016	2016 – 2017
Parent 1	2-year	2015 – 2017	2017 – 2019
Parent 2	2-year	2014 – 2016	2016 – 2018
Student (Fr/Soph)	1-year	2015 – 2016	2016 – 2017
Student (Jr/Sr)	1-year	2015 – 2016	2016 – 2017



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Teacher 1	2-year	2014 – 2016	2016 – 2018
Teacher 2	2-year	2015 – 2017	2017 – 2019
Teacher 3	2-year	2015 – 2017	2017 – 2019
UK 1	Appointed Annually	2015 – 2016	2016 – 2017
UK 2	Appointed Annually	2015 – 2016	2016 – 2017
UK 3	Appointed Annually	2015 – 2016	2016 – 2017
Director	N/A		

4. **Director Role in STAC Elections:**

Pursuant to these bylaws, the Director has no role in STAC elections except elections to add minority representatives as per the election procedures referenced herein. The Director can assist the teachers and/or parents if requested to do so with logistics such as opening the building, providing space in the building, and assisting the PTSA and teachers with communicating election meeting times and dates. The Director should not be involved in setting or monitoring election procedures, nominations, balloting, or counting votes.

D. REMOVAL OF MEMBERS

Majority (one half plus one) vote of the STAC may recommend removal of a STAC member for substantiated written cause: misconduct in office, incompetence, willful neglect of duty, or nonfeasance. If a member no longer meets requirements for membership as stated in Article IV Section B, a majority (one half plus one) vote of the STAC may cause removal of a STAC member.

E. FILLING VACANCIES

If an elected member of the STAC resigns or is removed from office, another member shall be elected in a special election held not more than one month 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. If the member is from those appointed, a replacement may simply be appointed for the remainder of the term.

F. TERMS OF OFFICE



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STAC members can serve an unlimited number of terms as long as they meet the eligibility requirements and are selected to serve in accordance with these bylaws. The terms of parent and staff members shall be for two years and begin on July 1 and end on June 30 of the second year. Between the date of the elections and July 1, members-elect are expected to attend all STAC meetings

ARTICLE V. DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. ELECTION AND APPOINTMENTS OF OFFICERS

1. Officers shall include Chair, Vice Chair, and Secretary.
2. The Chair shall be the STEAM Director.
3. The Vice-Chair of the STAC shall be elected at the first meeting of the new school year by STAC members and shall serve for one year. Re-election is permitted and the Vice Chair position is open to all currently serving STAC members.
4. A STAC Secretary shall be appointed by the Chair

B. Duties of the CHAIR include:

1. Presiding over STAC meetings.
2. Compiling and distributing the agenda for STAC meetings.
3. Serving as official custodian of the STAC records, following the state record retention requirements.
4. Announcing when a consensus of the STAC has been reached for the record.
5. Coordinating standing and ad hoc committees.
6. Carrying out any additional responsibilities as stated in these by-laws.
7. Maintaining a file of all correspondence addressed to the STAC.

C. Duties of the VICE-CHAIR shall include:



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1. Presiding over STAC meetings in the absence of the Chair.
2. Conducting meetings necessary for supporting the Chair vacancy process.

D. Duties of the SECRETARY

1. Keeping minutes of all STAC meetings and to maintain the STAC records.

E. Duties of council members include:

1. Knowing and adhering to the mission, philosophy, and goals of STEAM Academy.
2. Attending all STAC meetings, both regular and special.
3. Encouraging and requesting opinions from their constituencies.
4. Supporting, promoting, and communicating STAC decisions.
5. Seeking information independently and as needed about issues brought before the STAC, and bringing that information to the STAC. The STAC will make an earnest effort to monitor the concerns of all stakeholders (students, family members, faculty, staff, and the community) via effective communication mediums.

ARTICLE VI. DESIGN TEAMS (Committees)

A. PURPOSE

1. STEAM Academy commits to a design-based approach to problem-solving and program design, and to broad representation of all stakeholder groups in the design process. The STAC will adopt a Design Teams/Committee Policy to facilitate the participation of interested persons. The policy will include the number of design teams, their jurisdiction, composition, and the process for membership selection. (See Design Team/Committee Policy)

ARTICLE VII. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS



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1. The regular monthly meetings of the STEAM Academy STAC shall be scheduled by the STAC at the first meeting of each year. The Director (or designee) shall notify stakeholders, public, and news media of this schedule.
2. STAC meetings shall be open to the public.
3. A notification of each regular monthly meeting will be announced to the STAC and the public 3 days prior to the meeting date and time.
4. The Director (or designee) shall notify the public and local news media via the program/school website, bulletin boards, marque, and other conspicuous locations.
5. Meetings shall not exceed 90 minutes unless otherwise agreed upon by consensus of the council.

B. SPECIAL MEETINGS

If the STAC needs to meet between regular meetings, or if the regular meeting is rescheduled, the Chair or a majority of the STAC members may call a special meeting, and will then provide notice to all stakeholders and the public.

1. **Written Notice: Contents.** The STAC Chair shall prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for each meeting. Only the items on the agenda may be discussed.
2. **Delivery of Notice:** The STAC Chair shall arrange for the notice to be delivered to each STAC member and to any media organization that has requested notice of STAC meetings. The delivery can be by hand, FAX machine, e-mail, or mail but the notice must be received at least 24 hours prior to the time of the meeting. To receive email notification, a written request must be on file at the school. At the first meeting of the school year there will be an agenda item to address the members who wish to be notified about special meetings via email. A form will be signed and the responses recorded in the minutes (See Attachment).
3. **Posting of Notice:** The notice for the special meeting shall be posted by the STAC Chair (or designee) on the school's website, bulletin board in the school foyer, and other suitable locations for public viewing at least 24 hours prior to the time and date of the meeting.



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4. In addition to these requirements, the STAC Chair shall announce to teachers and students the time, date, and the reason for the special called meeting at least 24 hours prior to the meeting.

ARTICLE VIII. CONDUCT OF MEETINGS

A. QUORUM

A quorum of the STAC shall be defined as a majority (one half plus one) of STAC members. No STAC business shall be discussed or conducted unless a quorum of the STAC members are present.

B. ATTENDANCE AT MEETINGS

STAC meetings are open to the public and all interested persons are encouraged to attend, except for those portions that are conducted as closed session.

C. CLOSED SESSIONS

Definition: A closed session is a portion of a regular or special meeting of the STAC during which the STAC members meet in private, pursuant to the Open Meetings Law [KRS 61.810(1)]. The STAC may meet in closed session for the following reasons:

1. to discuss proposed or pending litigation by or against STAC or a STAC member as part of their official STAC responsibilities.
2. to discuss candidates for a Director vacancy
3. to conduct consultation in filling other vacancies

Before a closed session can be conducted, the following steps must be taken:

1. **Announcement:** An announcement of the need for a closed session and the general nature of the subject to be discussed-
2. **Motion:** A motion, including the law that allows this action [KRS 61.810(1)], to go into closed session, passed by a majority vote of STAC members present, and recorded in STAC minutes.
3. **Closed Session:** During the closed session, only the business stated in the announcement can be discussed, and no action may be taken. No minutes are to be taken in closed session. If not an STAC



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member, then the secretary may not be present during closed session. Details discussed in closed session shall not be discussed outside the closed session.

4. Decision: After full discussion of the issue in closed session, the STAC must return to open session and a motion must be made and properly seconded indicating that the STAC has return to open session where it may take any official action on the matter. Any actions taken once back in open session must be recorded in STAC minutes.

D. MATERIALS FOR ADVISORY COUNCIL MEETINGS

1. The STAC shall make every effort to conduct its business as “paperless” as possible. At the first meeting of each year, there will be an agenda item to address the members who wish to be notified about special meetings via email along with receipt of electronic copies of meeting material. A written request must be on file at the school. (See Attachment). The Chair and/or Secretary shall make all relevant documents available to STAC members in online repository in the cloud. All STAC members shall maintain access to and regularly monitor this on-line repository, including bringing appropriate electronic devices to meetings to permit document viewing and discussion. (If this access is a hardship for a STAC member, other arrangements will be made.) 2. The public shall have access to all official STAC documents via the online repository in the cloud.

E. AGENDA

1. Anyone may submit items for consideration on the agenda to the Chair (Director) in writing on the standard form (see attachment) provided within seven days prior to a regularly scheduled STAC meeting. The Director shall maintain a complete file of these items at the online repository.
2. The Chair shall prepare a preliminary agenda for each regular STAC meeting, including items submitted in writing for inclusion by the public, staff, parents, other STAC members and other items he or she believes should be on the agenda. The Chair may declare an item received as not within STAC authority after consulting with a majority of the STAC.
3. An opportunity for the public (i.e., school or community persons) to address the STAC may be provided during the course of the meeting. The Chair may set limits on the number of persons who



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will speak to a given issues. A suggested maximum time limit for public comment on any item on the agenda is five minutes.

4. Setting of the final agenda shall be the first order of business conducted at each regular STAC meeting, and STAC members may introduce issues for inclusion on the current agenda at that time

F. DECISION-MAKING PROCESS

1. All business and decisions of the STAC will relate to the STEAM Academy mission and purpose to improve the instructional program and/or further the goals.
2. No proposed policy or change to bylaws may be approved by the STAC at the same meeting at which it was initially proposed for study.
3. The STAC will make decisions by consensus except as otherwise designated in the by-laws using the following guidelines:
 - a. After discussion of an item, the Chair or any member may state the consensus of the group in one or two sentences.
 - b. The Chair will ask whether any member disagrees with that statement.
 - c. If all members agree, the decision will be recorded as a unanimous decision by consensus in the STAC minutes.
 - d. If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails.

ARTICLE IX. MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES KEPT AND APPROVED

1. Minutes shall be kept by the secretary for each meeting of the STAC.
2. The minutes shall reflect an accurate record of actions and votes taken at an STAC meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.



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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 for public inspection and filed in the STAC's policy manual.

The minutes of the STAC shall not be official until they are reviewed and approved by the STAC.
4. A copy of the minutes will be emailed to all STAC members prior to the next meeting for their review, and also after they are officially approved for their records.
5. The Chair will keep an official copy of the approved minutes on file in the school and on the approved on-line repository.
6. A copy of the approved minutes will be posted on the school website by the Chair (or designee).

B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION

The following are official documents that must be kept on file, which may be digital, for public inspection:

1. STAC Minutes and Agendas
2. Committee Minutes and Agendas
3. Program Planning Documents
4. STAC Policies and By-Laws
5. STAC Budget Documents not in the School Plan
6. STAC and Design Team/Committee Membership Lists
7. Written correspondence sent to the Chair

C. REQUESTS FOR COUNCIL RECORDS



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1. Requests for existing STAC records must be made in writing to the Chair and are subject to the Open Records Act. Requests must include specific documents and dates. The Chair shall notify the Office of the Superintendent of all Open Records Requests.
2. A response must be provided to the person making the request within three business days.
3. The STAC Secretary shall make available or provide copies of requested documents at the Chair's request.
4. STAC records will be available for inspection during the regular operating hours of the school.
5. The custodian of records for the school shall be the Chair, and 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 in this policy, in compliance with state guidelines and requirements.

ARTICLE X. APPEALS

A. REQUEST

Appeals to decisions made by STAC shall be made pursuant to the provision set forth in FCPS School Board Policy #02.42411 (See Attached FCPS Board Policy related to Appeal of SBDM Council Decision and District Operated Programs).

ARTICLE XI. AMENDMENTS

These bylaws may be amended after a first and second reading at two consecutive STAC meetings by majority vote (one half plus one) of the STAC

Policies will be reviewed as warranted. The STAC may amend policy following the decision making process outlined in this document and prior to implementation of a policy by the STAC, the policy shall be forwarded by the Chair to the Superintendent for review (Board Policy #02.4241).