Mercer County Senior High School
School Based Decision Making Council
Meeting Agenda

October 21 2024
3:30 pm

Members:

Spencer Tatum, Principal & Chair
Ekambaram Elumalai, Teacher Representative
Kendra Rowland, Teacher Representative
Andrew Ashford, Teacher Representative
Todd Davis, Parent Representative
Jessica Sanders, Parent Representative
Mike Floro, Council Secretary

Opening Business

- Welcome
- Agenda Approval
- September Minutes
- Good News Report

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- 2023-24 KSA Accountability Report
- School Profile Report
- SBDM Staffing Allocations 2024-25
- SBDM Bylaws 1st reading
- Alignment with State Standards policy 1st reading
- Budget and Spending policy 1st reading
- Committee policy 1st reading
- Consultation policy 1st reading
- Enhancing Student Achievement policy 1st reading
- Planning policy review
- Curriculum policy review
- Discipline and Classroom Management policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

Mercer County Senior High
SBDM Council
Regular Monthly Meeting

September 16, 2024 - Draft Minutes

The meeting was called to order by Spencer Tatum at 3:32 p.m. in the conference room #111. The following members of the council were in attendance:

Present :	**Absent**:
Spencer Tatum, Principal	
Kendra Rowland, Teacher	
Andrew Ashford, Teacher	
Ekambarum Elumalai, Teacher	
Jessica Sanders, Parent	
Todd Davis, Parent	
Mike Floro, SBDM Secretary	

Agenda Approval

Motion to accept: K. Rowland, second by Dr. Eka

Motion was approved by consensus.

Minutes Approval

August Minutes were reviewed by the council.

Motion to accept: A. Ashford, second by J. Sanders

Motion was approved by consensus.

Good News Report

- Miranda Goodlett was chosen as the September "Teacher of the Month" by the student body.
- Erica Ashford was named as the Kentucky Music Educators Association District 11 High School "Teacher of the Year".
- Kate Carlton and Sydney Putnam were named National Merit semifinalists and will advance on the finalist level of competition that will be named in February.
- Girls Soccer team won the 2A Sectional and advanced to the 2A state tournament in Morehead.
- Olivia Rogers, Skylar Webb, Laykin Irvin, Baylee Sims, and Isabella Devenskey were named to the 2A Section 5 Soccer All-Tournament team.
- Boys Golf team were the Central Ky Bluegrass Conference Tournament runner-up and also competed in the 2A State tournament in Owensboro.
- Tanner Robinson earned 1st Team All conference and finished 4th in the 2A state tournament.
- Will Armstrong and Noah Nichols earned 2nd Team All conference.
- Band has completed in 2 competitions so far this school year and made finals in both competitions.
- Aubrey Morris was selected as the MCSHS Superior Titan of the Month

Monthly Reports

Behavior:

- PBIS data and charts were presented (see SBDM packet). Data shows 97 total referrals through 9/16/24.
    - Major / Minor Breakdown
        - 56 Majors
        - 41 Minors
            - Grade Breakdown
                - 9th grade - 42 referrals
                - 10th grade - 18 referrals
                - 11th grade - 20 referrals
                - 12th grade - 17 referrals

Academic:

- CERT Testing will take place on 9/17 and 9/18. This is for all 9th, 10th, and 11th grade students.
- Senior optional ACT is Tuesday 10/15 - There are 107 seniors signed up
- Junior optional ACT has been approved to be paid for the BOE. This test will be given @ MCSHS on the Saturday December 14th national test date. Signups are currently taking place.
- KSA academic test score data, survey, PSR, and Graduation data will be released on September 19th. This data will be embargoed until the first week of October.
- The PSAT will be given on 10/21. The counseling center will be in charge of signups.

Budget:

- Section 6 - $52,497.00
- District Activity Accounts - $351,728.00
- Student Activity Accounts - $35,877.00

Staffing Update:

- MCSHS currently has no open positions at this time.

Old Business

None

New Business

- SBDM Bylaws were reviewed and no changes were suggested.

Policy Updates

Alignment with State Standards Policy - *Policy Review*

- No Changes

Budget and Spending Policy - *Policy Review*

- No Changes

Committee Policy - *Policy Review*

- No Changes

Consultation Policy - *Policy Review*

- No Changes

Enhancing Student Achievement Policy - *Policy Review*

- No Changes

Upcoming dates/events:

Sept. 16	SBDM 3:30 pm
Sept. 17	Board Meeting 5:30 pm
Sept. 17-18	CERT Testing
Sept. 19	Superintendent Advisory Council meetings
Sept. 24	Fall Fastbridge/Saebers Screener
Sept. 25	Club Day
Sept. 30	Senior Parent Night 5:30 pm
Oct. 1	College Fair 8:30 am
Oct. 7-11	Fall Break
Oct. 15	12th Grade ACT
Oct. 15	Board Meeting 5:30 pm
Oct. 16	Steered Straight Assembly 8:05 am
Oct. 17	Picture Retake Day
Oct. 18	Homecoming Pep Rally 2:00 pm
Oct. 19	Homecoming Dance 8:00-11:00 pm
Oct. 21	PSAT 8:30 am
Oct. 21	SBDM 3:30 pm
Oct. 21	Political Forum
Oct. 23	Club Day
Oct. 26	ACT
Oct. 30	Blood Drive
Nov. 4-5	Teacher PD, Election Day - No School
Nov. 11	ASVAB Test
Nov. 18	SBDM 3:30 pm
Nov. 19	Board Meeting 5:30 pm
Nov. 21-23	Fall Drama Production
Nov. 27-29	Thanksgiving Break
Dec. 6	Entrepreneur Fair

Dec. 6	Winter Choir Concert
Dec. 12	Band Concert
Dec. 14	ACT (11th Grade Optional)
Dec. 16	SBDM 3:30 pm
Dec. 17	Board Meeting 5:30 pm
Dec. 20	Early Release Day
Dec. 23-Jan. 6	Christmas Break

Public Comments

None

The next regular monthly meeting will be Monday October 21st at 3:30 p.m in the conference room #111. The SBDM council was adjourned at 3:56 p.m. The motion was made by A. Ashford and seconded by Dr. Eka. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – October 21, 2024

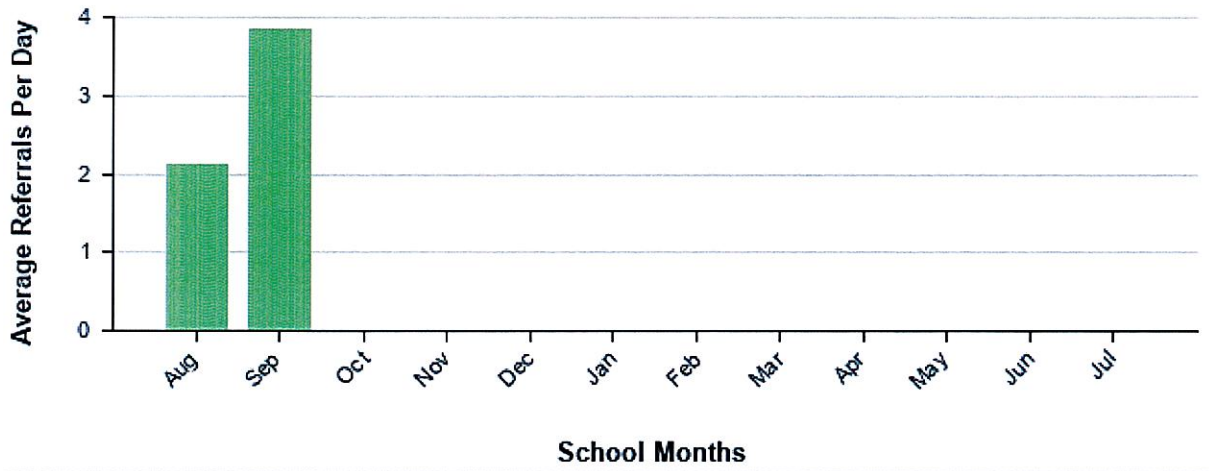
- Jeana Hopkins was chosen as the September "Teacher of the Month" by the student body.
- Norah Martin was selected as the MCSHS Superior Titan of the Month.
- We had a great turnout for our Senior Parent Night where parents heard about scholarship opportunities, financial aid, post secondary readiness, etc.
- Over 30 different colleges, trade schools, and the military were a part of the MCSHS College Fair on October 1st.
- MCHSS earned a "GREEN" overall rating on the KSA accountability results and was the 37th highest ranked high school in the state of Kentucky.
- The Academic breakfast and awards ceremony honored 215 students that earned a 3.5 unweighted GPA last school year. Dr. Alli Grant, a MCSHS 2011 graduate was the guest speaker.
- Tanner Robinson qualified for the KHSAA Boys Golf state tournament.
- The boys and girls soccer team ended their seasons last week in the district tournaments.
- Volleyball plays in the district tournament this week.
- The marching band competed in the KMEA regionals at Estill Co. last Saturday.
- Last week was Homecoming week with different "theme days".
- Homecoming parade and dance were held last week in conjunction with Homecoming week.

School Summary
024-25

Outcome: Administrator-managed (Major)

Average Referrals Per Day Per Month

Major, 2024-25

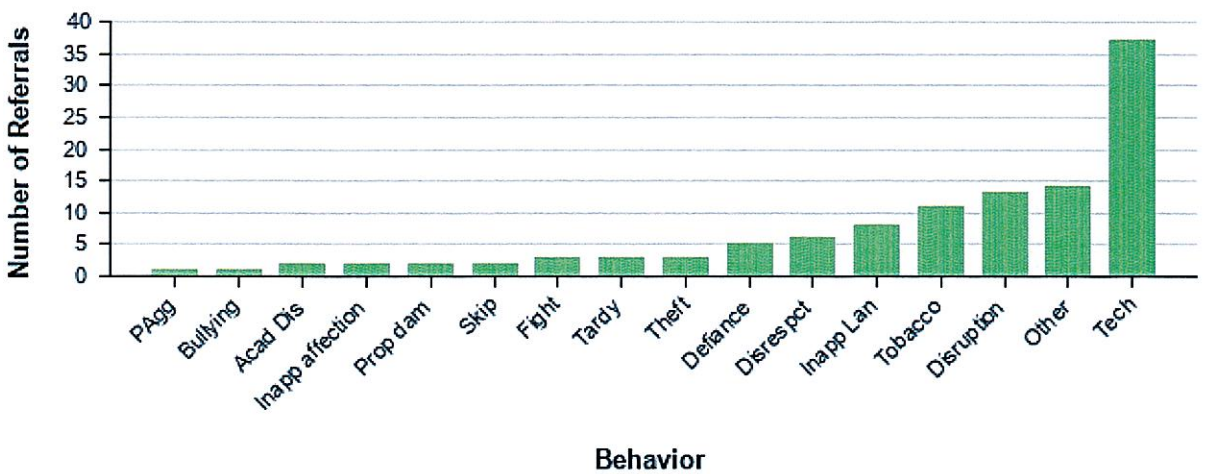


Data Table

Year	Month	Days Count	Referral Count	Referrals/School Day
2024	August	17	36	2.12
2024	September	20	77	3.85
2024	October	18	0	0.00
2024	November	15	0	0.00
2024	December	15	0	0.00
2025	January	18	0	0.00
2025	February	19	0	0.00
2025	March	19	0	0.00
2025	April	18	0	0.00
2025	May	12	0	0.00
2025	June	0	0	0.00
2025	July	0	0	0.00
Totals:		**171**	**113**	**0.50**

Referrals by Behavior

Major, Aug 1, 2024 - Jul 31, 2025

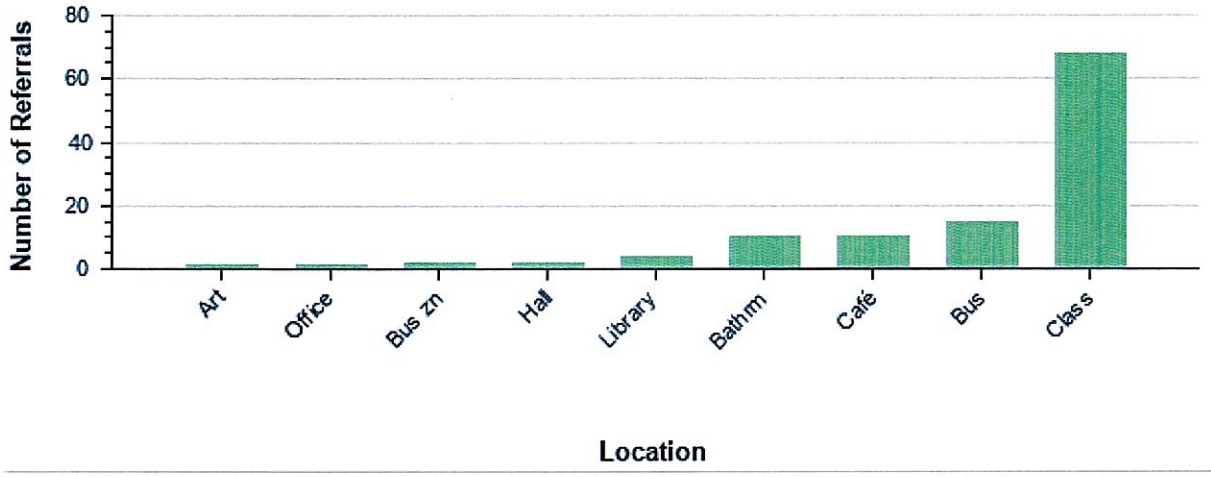


Behavior	Frequency	Proportion	Additional Frequency
Physical Aggression	1	0.88%	0
Bullying	1	0.88%	0
Academic Dishonesty	2	1.77%	0
Inappropriate Display of Affection	2	1.77%	0
Property Damage/Vandalism	2	1.77%	0
Skip Class	2	1.77%	0
Fighting	3	2.65%	0
Tardy	3	2.65%	0
Theft	3	2.65%	0
Defiance/Insubordination/Non-Compliance	5	4.42%	0
Disrespect	6	5.31%	0
Abusive Language/Inappropriate Language/Profanity	8	7.08%	0
Use/Possession of Tobacco/Nicotine	11	9.73%	0
Disruption	13	11.50%	0
Other Behavior	14	12.39%	0
Technology Violation	37	32.74%	0
Totals:	**113**	**100%**	**0**

Referrals by Location

Major, Aug 1, 2024 - Jul 31, 2025

PBISApps

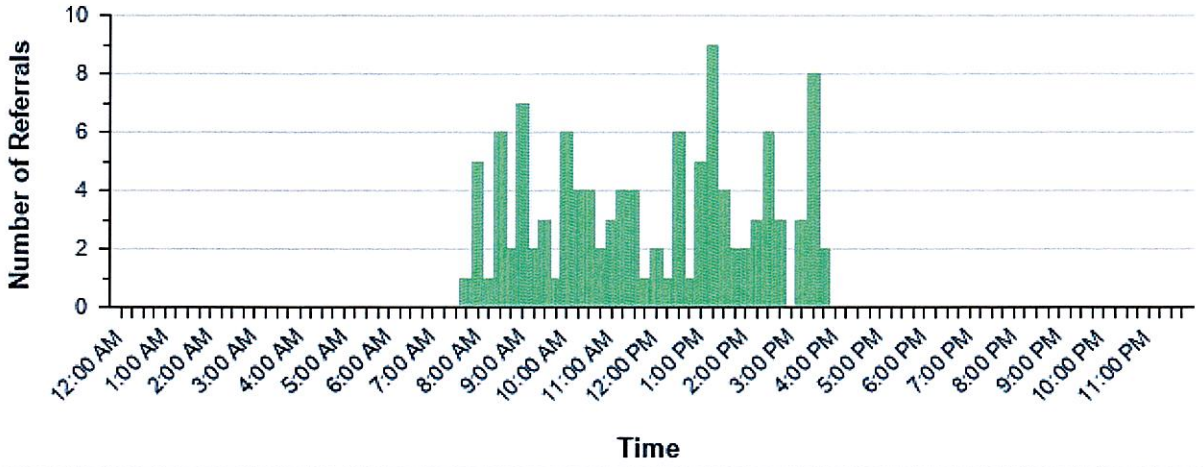


Data Table

Location	Frequency	Proportion
Art Room	1	0.88%
Office	1	0.88%
Bus Loading Zone	2	1.77%
Hallway/Breezeway	2	1.77%
Library	4	3.54%
Bathroom/Restroom	10	8.85%
Cafeteria	10	8.85%
Bus	15	13.27%
Classroom	68	60.18%
Totals:	**113**	**100%**

Referrals by Time

Major, Aug 1, 2024 - Jul 31, 2025

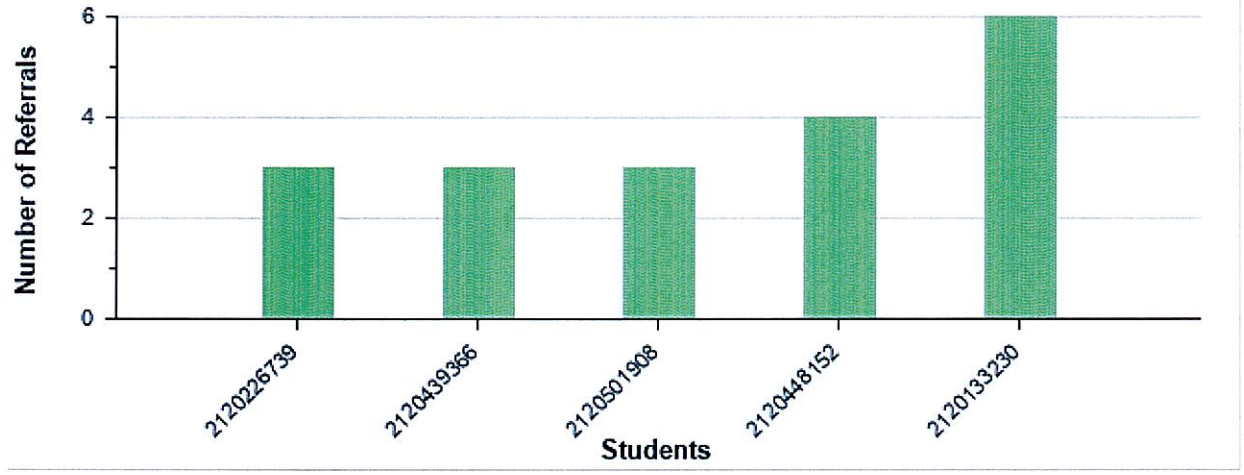


Data Table

Time	Frequency	Proportion
12:00 AM	0	0.00%
12:15 AM	0	0.00%
12:30 AM	0	0.00%
12:45 AM	0	0.00%
1:00 AM	0	0.00%
1:15 AM	0	0.00%
1:30 AM	0	0.00%
1:45 AM	0	0.00%
2:00 AM	0	0.00%
2:15 AM	0	0.00%
2:30 AM	0	0.00%
2:45 AM	0	0.00%
3:00 AM	0	0.00%
3:15 AM	0	0.00%
3:30 AM	0	0.00%
3:45 AM	0	0.00%
4:00 AM	0	0.00%
4:15 AM	0	0.00%
4:30 AM	0	0.00%
4:45 AM	0	0.00%
5:00 AM	0	0.00%
5:15 AM	0	0.00%
5:30 AM	0	0.00%
5:45 AM	0	0.00%
6:00 AM	0	0.00%
6:15 AM	0	0.00%
6:30 AM	0	0.00%
6:45 AM	0	0.00%
7:00 AM	0	0.00%
7:15 AM	0	0.00%
7:30 AM	0	0.00%
7:45 AM	1	0.88%
8:00 AM	5	4.42%
8:15 AM	1	0.88%
8:30 AM	6	5.31%
8:45 AM	2	1.77%
9:00 AM	7	6.19%
9:15 AM	2	1.77%
9:30 AM	3	2.65%
Totals:	**113**	**100%**

Referrals by Student

Major, Aug 1, 2024 - Jul 31, 2025, At Least 3 Referrals

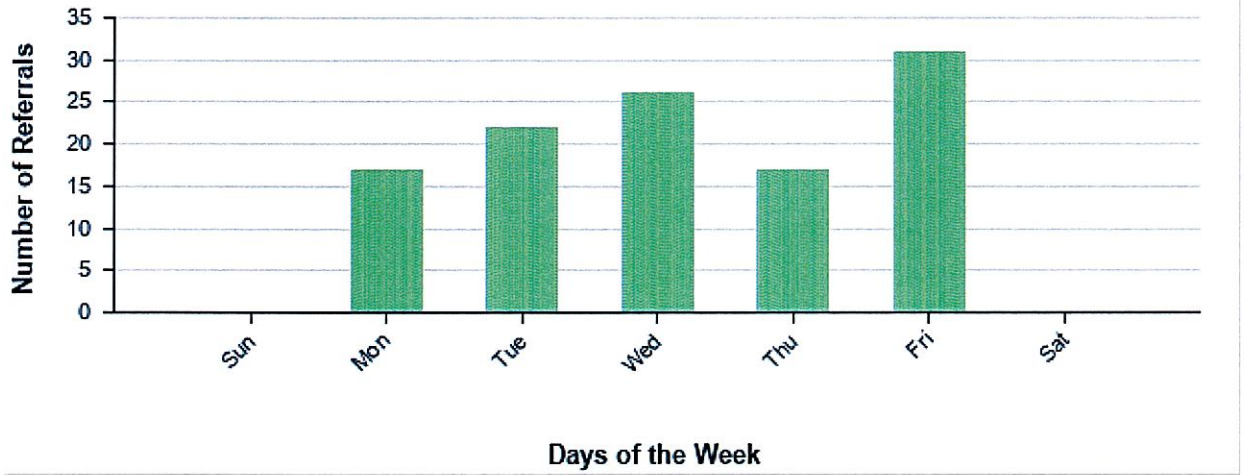


Data Table

Student ID	Frequency	Proportion
2120439366	3	15.79%
2120501908	3	15.79%
2120226739	3	15.79%
2120448152	4	21.05%
2120133230	6	31.58%
Totals:	**19**	**100%**

Referrals by Day Of Week

Major, Aug 1, 2024 - Jul 31, 2025

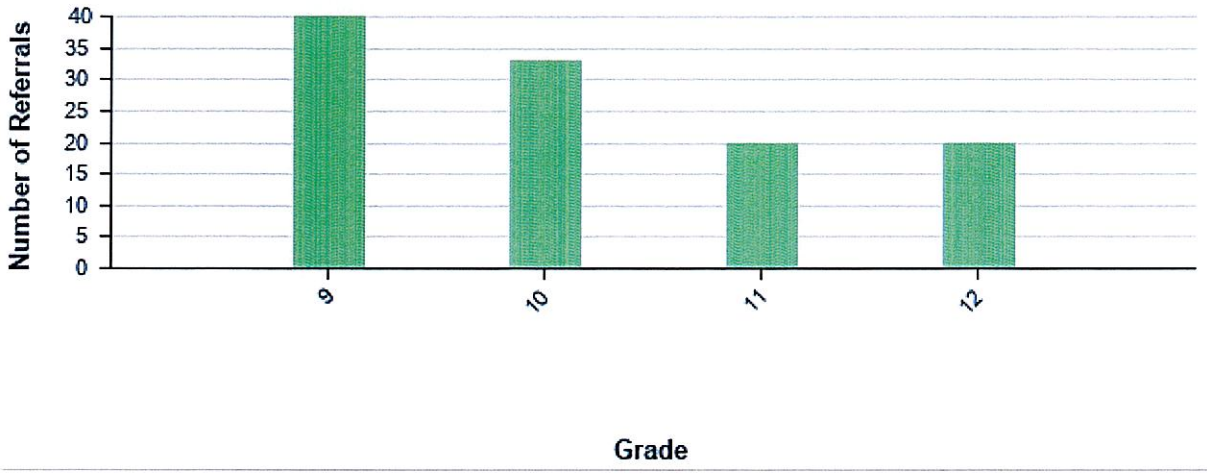


Data Table

Day	Frequency	Proportion
Sunday	0	0.00%
Monday	17	15.04%
Tuesday	22	19.47%
Wednesday	26	23.01%
Thursday	17	15.04%
Friday	31	27.43%
Saturday	0	0.00%
Totals:	**113**	**100%**

Referrals by Grade

Major, Aug 1, 2024 - Jul 31, 2025



Data Table

Grade	Frequency	Proportion
Pre K-A	0	0.00%
Pre K-B	0	0.00%
Pre K	0	0.00%
K	0	0.00%
1	0	0.00%
2	0	0.00%
3	0	0.00%
4	0	0.00%
5	0	0.00%
6	0	0.00%
7	0	0.00%
8	0	0.00%
9	40	35.40%
10	33	29.20%
11	20	17.70%
12	20	17.70%
Post 12	0	0.00%
Totals:	**113**	**100%**

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Section 6 Accounts	*2024-25*	*Balance as of October 15, 2024*
Other Certified	250	160.00
Certified Substitute Salary	1,250	1,250
Classified Other Pay		
Classified Overtime Salary		
Classified Substitute Salary		
Employer FICA Contribution		
Employer Medicare Contribution	50	48
KTRS Employer Contribution	75	72
CERS Employer Contribution		
KSBA Unemployment Insurance	25	25
Registration Fees	2,000	-368.00
Security Services	500	500.00
Other Professional Services	500	-260.00
Copier Rental	15,000	0.00
Postage & PO Box Rental	3,000	100.00
Telephone	1,500	-500
Travel	2,000	1,068
General Supplies	50,000.00	17,907.00
Food Non Instructional Non Food Service		
Food Instructional Non Food Service		
Library Books (Library)	3,500	1,853.00
Supplementary Books/Study Guides		-2,111.00
Computer Related Supplies	3,000	1,092
Health Supplies		-350
Dues & Fees	2,500	2,115.00
Other Miscellaneous	15,384	13,721
Food Instructional Non Food Service		-3,600
Other Repairs and Maintenance		
General Supplies (School supplies)	17,747	6,547.00
General Supplies (Custodial)	17,747	4,342.00
TOTAL	136,028.00	43,614.00

District Activity Accounts @ Central Office	*Balance as of October 15, 2024*
Blood Center Scholarship	1,635.00
Destitute Senior	312.00
Class of 2027	2,994.00
General Fund	28,826.00
Ag Shop	598.00
AP Exam	-6.00
Art	1,330.00
Band	4,906.00
Chorus	52.00
Drama	2,271.00
English	7
Class of 2024	1,072.00
Field Trips	2000
Foreign Language	579
Horticulture	29,658.00
Library Book Fair	587.00
Class of 2025	6,348.00
Yearbook	2,100.00
Pictures	1,284.00
Senior Trip	55
Special Education	152
Summer School	11,380.00
Technology	4844
Class of 2026	3,854.00
Textbooks	2,938.00
College Tech Educational	1,153.00
Staff Fund	3,296.00
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	4,365.00
General Athletics	79,828.00
Archery	2,445.00
Baseball	1,951.00
Boys Basketball	659.00
Girls Basketball	2,250.00
Cheerleading	3,552.00
Cross Country	1,320.00
Dance	2,829.00
Football	7,232.00
Football Bowl Game	49,937.00
Football Supplemental	9,942.00
Golf	2,202.00
Boys Soccer	2,395.00
Girls Soccer	3,968.00
Softball	1,830.00
Boys Tennis	4,316.00
Girls Tennis	3,853.00
Track	2,475.00
Volleyball	1,356.00
Bass Fishing	2,669.00
Heart of the Bluegrass	10,112.00
Athletics Supplemental	4,021.00
Gate Receipts	32,029.00
Wrestling	1,750.00
Athletic Training	1,531.00
TOTAL	***357,758.00***

Student Activity Accounts @ Central Office	*Balance as of October 15, 2024*
Thirst Club	24
Y-Club	1,716.00
Fellowship of Christian Athletes	984
Unity Club	206
FCCLA	5,257.00
Engineering Club	684
Educator Rising	337
National Honor Society	1662
Spanish Club	808.00
Student Council	1054
Key Club	65
Envirothon Team	75
Book Club	582
Beta Scholarship	170
Academic Team	371
Band	0.00
Project Graduation	7,435.00
DECA Club	1,975.00
Board Game Club	328.00
Field Trips	91.00
Beta Club	1,015.00
FFA	10,129.00
School Store	202
Student Vending	674.00
Pep Club	356
Weightlifting	1334
Chess Club	836
TOTAL	**38,379.00**

			2021-22			2022-23				2023-24			
10th Grade			Student Count	Percent		Student Count	Percent	State		Student Count	Percent	State	
	Rdg		169			185				195			
		Distinguished	26	15%		33	18%	15%		40	21%	16%	
		Proficient	53	31%	65.1	70	38%	31%	73.9	66	34%	30%	70.5
		Apprentice	49	29%		51	28%	28%		43	22%	26%	
		Novice	41	24%		31	17%	26%		46	24%	28%	
	Math		169			185				195			
		Distinguished	15	9%		28	16%	9%		33	17%	11%	
		Proficient	63	37%	62.9	55	30%	25%	64.2	57	29%	25%	66.5
		Apprentice	49	29%		55	30%	31%		63	32%	29%	
		Novice	42	25%		46	25%	34%		42	22%	35%	
11th Grade			Student Count	Percent		Student Count	Percent			Student Count	Percent		
	Sci		163			163				168			
		Distinguished	1	1%		3	2%	0%		0	0%	0%	
		Proficient	17	10%	32.7	19	12%	10%	40.0	18	11%	6%	36.9
		Apprentice	70	43%		85	52%	43%		88	52%	47%	
		Novice	75	46%		56	34%	46%		62	37%	47%	
	SS		163			163				168			
		Distinguished	12	7%		25	15%	13%		30	18%	14%	
		Proficient	41	25%	47.9	48	29%	25%	64.6	50	30%	24%	64.3
		Apprentice	44	27%		52	32%	28%		41	24%	28%	
		Novice	66	40%		38	23%	34%		47	28%	35%	
	E/M		163			159				168			
		Distinguished	20	12%		19	12%	14%		28	17%	13%	
		Proficient	50	31%	60.7	56	35%	31%	70.3	52	31%	32%	70.2
		Apprentice	48	29%		64	40%	34%		62	37%	32%	
		Novice	45	28%		20	13%	21%		26	15%	22%	
	ODW		163			159				168			
		Distinguished	15	9%		19	12%	7%		21	13%	9%	
		Proficient	52	32%	65.5	79	50%	35%	80.0	81	48%	35%	76.6
		Apprentice	72	44%		49	31%	39%		43	26%	37%	
		Novice	24	15%		12	8%	20%		23	14%	19%	
	CW		163			163				168			
		Distinguished	12	7%		18	11%			18	11%		
		Proficient	54	33%	63.8	75	46%		77.9	84	50%		76.5
		Apprentice	70	43%		59	36%			44	26%		
		Novice	27	17%		11	7%			22	13%		

2021-22	Indicator	Weight	Score
Reading/Math	64.00	0.4737	30.317
Sci, SS, CW	48.10	0.2105	10.125
EL			0.000
QSCS	61.60	0.0421	2.593
PSR	79.40	0.2105	16.714
Graduation	98.30	0.0632	6.213
Overall			**66.0** Yellow

2022-23	Status	Prior Year	Change	Indicator	Weight	Score	△			
Reading/Math	69.1	64.0	5.1	**74.2**	0.4737	35.147		High	Increased	Green
Sci,SS, CW	60.8	48.1	12.7	**73.5**	0.2105	15.474		High	Increased Sig	Blue
EL										
QSCS	71.7	61.6	10.1	**81.8**	0.0421	3.445	NO DATA 1st YEAR	Very High	Increased Sig	Blue
PSR	92.9	79.4	13.5	**106.40**	0.2105	22.400		High	Increased Sig	Blue
Graduation	95.7	98.3	-2.6	**93.1**	0.0632	5.880		High	Declined	Yellow
Overall				**82.3**						Blue

2023-24	Status	Prior Year	Change	Indicator	Weight	Score	△			
Reading/Math	68.5	69.1	-0.6	**67.9**	0.47368	32.163	**-2.98**	High	Maintained	Green
Sci, SS, CW	59.2	60.8	-1.6	**57.6**	0.21053	12.127	**-3.35**	High	Maintained	Green
EL										
QSCS	71.6	71.7	-0.1	**71.5**	0.04211	3.011	**-0.43**	Very High	Maintained	Blue
PSR	104.6	92.9	11.7	**116.3**	0.21053	24.485	**2.08**	Very High	Maintained	Blue
Graduation	95.7	95.7	0.0	**95.7**	0.06316	6.044	**0.16**	High	Maintained	Green
Overall				**77.8**						Green

2022-2023 Status Cut Scores for High Schools

School Level	Indicators	Very Low	Low	Medium	High	Very High
High School Status	State Assessment Results in Reading/Mathematics	0-38.9	39.0-52.9	53.0-64.9	65.0-76.9	77.0-125
	State Assessment Results in Science/ Social Studies/Writing	0-31.9	32.0-46.9	47.0-54.9	55.0-62.9	63.0-125
	English Learner Progress	0-9.9	10.0-23.9	24.0-30.9	31.0-44.9	45.0-140
	Quality of School Climate and Safety	0-53.9	54.0-58.9	59.0-63.9	64.0-67.9	68.0-100
	Postsecondary Readiness	0-58.9	59.0-75.9	76.0-87.9	88.0-94.9	95.0-125
	Graduation	0-85.9	86.0-91.9	92.0-94.9	95.0-97.9	98.0-100

Kentucky Department of EDUCATION

2022-2023 Change Cut Scores for High Schools

School Level	Indicators	Declined Significantly	Declined	Maintained	Increased	Increased Significantly
High School Change	State Assessment Results in Reading/Mathematics	-12.1 or less	-12.0 to -5.1	-5.0 to 0.0	0.1 to 6.2	6.3 or more
	State Assessment Results in Science/ Social Studies/Writing	-11.1 or less	-11.0 to -3.6	-3.5 to 0.0	0.1 to 6.9	7.0 or more
	English Learner Progress	-13.1 or less	-13.0 to -4.1	-4.0 to 0.0	0.1 to 9.5	9.6 or more
	Quality of School Climate and Safety	-4.1 or less	-4.0 to -2.1	-2.0 to 0.0	0.1 to 3.9	4.0 or more
	Postsecondary Readiness	-5.1 or less	-5.0 to -2.1	-2.0 to 0.0	0.1 to 11.9	12.0 or more
	Graduation	-5.1 or less	-5.0 to -2.1	-2.0 to 0.0	0.1 to 2.9	3.0 or more

Kentucky Department of EDUCATION

2022-2023 Recommended Overall Performance Rating Cut Scores

School Level	Red	Orange	Yellow	Green	Blue
Elementary Schools	0-37.9	38.0-54.9	55.0-69.9	70.0-82.9	83.0 or more
Middle Schools	0-35.9	36.0-50.9	51.0-63.9	64.0-76.9	77.0 or more
High Schools	0-48.9	49.0-59.9	60.0-70.9	71.0-80.9	81.0 or more

Indicator Performance Ratings

Table: Indicator Performance Ratings based on combined Change and Status Levels *

	Change Declined Significantly	Change Declined	Change Maintained	Change Increased	Change Increased Significantly
Very High Status in current year	Yellow	Green	Blue	Blue	Blue
High Status in current year	Yellow	Yellow	Green	Green	Blue
Medium Status in current year	Orange	Orange	Yellow	Green	Green
Low Status in current year	Red	Orange	Orange	Yellow	Yellow
Very Low Status in current year	Red	Red	Red	Orange	Yellow

*Guidance established by the Kentucky Board of Education, December 2020

Kentucky Department of EDUCATION

SCHOOL PROFILE REPORT

Mercer County Senior High School

Academic Year: 2023-2024

Introduction

The annual School Profile Report highlights programs offered in your child's school. It includes how schools address and implement the adopted Kentucky Academic Standards for the programs of Health and Physical Education (Practical Living), Career and Technical Education (Career Studies), Visual and Performing Arts, and World Languages (Foreign Language).

Reporting is in accordance with KRS 158.6453 Section 3 (20) as amended in Senate Bill 1 (2017). An advisory committee made up of certified teachers and specialists from Kentucky's public schools and postsecondary institutions in these subject areas identified the process and method for collecting the information necessary to demonstrate program length and time, courses offered, staffing, resources and facilities for each of the subject areas.

Data is electronically transmitted through the annual School Report Card collection tool to the Kentucky Department of Education. By Oct. 1 of each year, school principals shall complete the school profile report, which shall be signed by the members of the school-based decision making council, or the principal if no school council exists, and the superintendent. The signed original is maintained on file at the local board office and made available to the public upon request. A link to the School Profile Report is made available to the Kentucky Department of Education and is accessible on the department's website through the School Report Card.

Contents of the School Profile Report include

1. Visual and Performing Arts
2. Health Education and Physical Education (Practical Living)
3. World Languages (Foreign Language)
4. Career and Technical Education (Career Studies)
5. Signature Page

Visual and Performing Arts

Program Overview

Program Area Offerings

There is no data for this District/School/Year.

Link to more information about the Visual and Performing Arts program and other extracurricular opportunities.
http://www.mercer.kyschools.us/

Courses Offered

Course	All Students	Grade 9	Grade 10	Grade 11	Grade 12
AP 2-D Art and Design	3			2	1
AP 3-D Art and Design	2				2
AP Drawing	11		1	4	6
AP Music Theory	8		4		4
Crafts- Ceramics/Pottery	2			1	1
Dual Credit Arts and Humanities - VPA	5				5
High School Survey Course of the Visual and Performing Arts	145	61	44	24	16
Music - Chorus	13		3	7	3
Music- General Band	30	10	10	6	4
Music- Music History/Appreciation	40	17	11	5	7
Theatre - Musical Theatre	17	7	2	3	5
Visual Art- Drawing/Painting	192	48	54	49	41
Visual Art- Sculpture	37	6	18	2	11

Resources

School Budget Allocation to the Visual and Performing Arts Program

6%

Professional Development Hours Offered to Teachers Instructing Visual and Performing Arts Courses

3 Hours

Number of Instructional Minutes Students Receive per Week in Visual and Performing Arts

NUMBER OF INSTRUCTIONAL MINUTES STUDENTS RECEIVE PER WEEK IN MUSIC

225 Minutes

NUMBER OF INSTRUCTIONAL MINUTES STUDENTS RECEIVE PER WEEK IN VISUAL ART

1375 Minutes

NUMBER OF INSTRUCTIONAL MINUTES STUDENTS RECEIVE PER WEEK IN DANCE

225 Minutes

NUMBER OF INSTRUCTIONAL MINUTES STUDENTS RECEIVE PER WEEK IN THEATRE

225 Minutes

NUMBER OF INSTRUCTIONAL MINUTES STUDENTS RECEIVE PER WEEK IN MEDIA ART

0 Minutes

Facilities

Equitable Access to Instructional Space

There is no data for this District/School/Year.

Access to Program-Specific Facilities

There is no data for this District/School/Year.

Health Education and Physical Education (Practical Living)

Program Overview

Program Area Offerings

- Advanced Physical Education
- After-School Physical Activity Opportunities
- Before-School Physical Activity Opportunities
- Fitness Conditioning
- Health Education
- Integrated Health & Physical Education
- Physical Education
- Weight Lifting

Link to more information for the Health Education and Physical Education program and other extracurricular opportunities.
https://mcsh.mercer.kyschools.us/

Courses Offered

Course	All Students	Grade 9	Grade 10	Grade 11	Grade 12
Advanced Physical Education	25	2	5	6	12
Fitness Conditioning	198	63	69	27	39
High School Integrated Health & Physical Education	229	219	9		1

Resources

School Budget Allocation to the Health and Physical Education Program

3%

Professional Development Hours Offered to Teachers Instructing Health and Physical Education Courses

3 Hours

Number of Instructional Minutes Students Receive per Week in Health and Physical Education

NUMBER OF INSTRUCTIONAL MINUTES STUDENTS RECEIVE PER WEEK IN HEALTH EDUCATION

275 Minutes

NUMBER OF INSTRUCTIONAL MINUTES STUDENTS RECEIVE PER WEEK IN PHYSICAL EDUCATION

2475 Minutes

Facilities

Equitable Access to Instructional Space

- [x] Yes
- [ ] No

Access to Program-Specific Facilities

- [x] Classrooms/gymnasiums with access to designated resources necessary for student success in practical living programs (i.e., PE equipment, audio visual, written curriculum, etc.)
- [x] Gymnasium
- [x] Health Education Classroom

World Languages (Foreign Language)

Program Overview

Program Area Offerings

There is no data for this District/School/Year.

Language Immersion

There is no data for this District/School/Year.

Link to more information for the World Languages program and other extracurricular opportunities.
http://www.mercer.kyschools.us/

Courses Offered

Course	All Students	Grade 9	Grade 10	Grade 11	Grade 12
AP Spanish Language and Culture	3		2	1	
Dual Credit Arts and Humanities - World Language/Cultural Studies	3			1	2
High School World Languages 1 - Spanish	69	54	12	1	2
High School World Languages 2 - Spanish	33	19	9	2	3
High School World Languages 3 - Spanish	7		4	1	2
Middle School World Languages - Spanish	1				1

Resources

School Budget Allocation to the World Languages Program

2%

Professional Development Hours Offered to Teachers Instructing World Languages Courses

3 Hours

Number of Instructional Minutes Students Receive per Week in World Languages

1373 Minutes

Weekly Instructional Minutes per Content Area through the Language Immersion Program

NUMBER OF INSTRUCTIONAL MINUTES OF MATH STUDENTS HAVE ACCESS WEEKLY

0 Minutes

NUMBER OF INSTRUCTIONAL MINUTES OF SCIENCE STUDENTS HAVE ACCESS WEEKLY

0 Minutes

NUMBER OF INSTRUCTIONAL MINUTES OF ENGLISH LANGUAGE ARTS STUDENTS HAVE ACCESS WEEKLY

0 Minutes

NUMBER OF INSTRUCTIONAL MINUTES OF SOCIAL STUDIES STUDENTS HAVE ACCESS WEEKLY

0 Minutes

NUMBER OF INSTRUCTIONAL MINUTES OF VISUAL & PERFORMING ARTS STUDENTS HAVE ACCESS WEEKLY

0 Minutes

NUMBER OF INSTRUCTIONAL MINUTES OF HEALTH STUDENTS HAVE ACCESS WEEKLY

0 Minutes

NUMBER OF INSTRUCTIONAL MINUTES OF COMPUTER SCIENCE STUDENTS HAVE ACCESS WEEKLY

0 Minutes

NUMBER OF INSTRUCTIONAL MINUTES OF PHYSICAL EDUCATION STUDENTS HAVE ACCESS WEEKLY

0 Minutes

Facilities

Equitable Access to Instructional Space

There is no data for this District/School/Year.

Access to Program-Specific Facilities

There is no data for this District/School/Year.

Career and Technical Education (Career Studies)

Program Overview

Program Area Offerings

There is no data for this District/School/Year.

Link to more information for the Career Studies program and other extracurricular opportunities.

https://mcsh.mercer.kyschools.us/

Courses Offered

Course	All Students	Grade 9	Grade 10	Grade 11	Grade 12
Advanced Foods and Nutrition	27	1	4	6	16
Advertising and Promotion	24			8	16
Agricultural Education Co-op	23				23
Agriculture Construction Skills	40	1	18	7	14
Agriculture Employability Skills	21				21
Agriculture Structures & Design	17		9	5	3
Agriscience	55	43	8	1	3
Animal Science	7		4	2	1
Applied Machining I Machine Tool	2				2
Applied Machining II Machine Tool	1				1
Automotive Maintenance & Light Repair Section A	9			7	2
Automotive Maintenance & Light Repair Section B	9			7	2
Automotive Maintenance & Light Repair Section C	9			7	2
Automotive Maintenance & Light Repair Section D	9			7	2
Automotive Special Problems I	11				11
Automotive Special Problems II	11				11
Automotive Special Problems III	11				11
Automotive Special Problems IV	11				11
Basic Automotive Electricity	13		12	1	
Basic Blueprint Reading	9		8	1	

Course	All Students	Grade 9	Grade 10	Grade 11	Grade 12
Basic Welding	10			9	1
Blueprint Reading for Machinists	1			1	
Blueprint Reading for Welding	16		15	1	
Body Structures and Functions	15		10	4	1
Business and Marketing Essentials	66	21	8	13	24
Cabinet Construction	8	1	6	1	
Ceiling and Roof Framing	2				2
Child Development Services I	13		1	7	5
Child Development Services II	11			6	5
Circuits I	8			4	4
Circuits II	8			4	4
Co-op I (Auto)	2				2
Co-op: Early Childhood Education	26		13	7	6
Construction Forms	4			4	
Construction Prints	4			4	
Cutting Processes	10			9	1
Digital Literacy	121	24	34	26	37
EKG Technician	2				2
Electrical Construction I	8			4	4
Electrical Construction II	8			4	4
Emergency Procedures	14			14	
Engineering I	23	12	5	3	3
Exterior and Interior Finish	1				1
FACS Leaders at Work	15		1	6	8
FCS Essentials	66	32	23	9	2

Course	All Students	Grade 9	Grade 10	Grade 11	Grade 12
Floor and Wall Framing	2				2
Floriculture & Floral Design	32		9	5	18
Foods and Nutrition	59	8	8	21	22
Foundations of Justice and Public Safety	1				1
Fundamentals of Machine Tools-A	6	2		4	
Fundamentals of Machine Tools-B	6	2		4	
Gas Metal Arc Welding (GMAW)	10			9	1
Gas Tungsten Arc Welding	7				7
Greenhouse Technology	41		15	13	13
Industrial Safety	33	2	27	3	1
Internship: Allied Health	6				6
Introduction to 3D Printing Technology	16	10	5	1	
Introduction to Construction Technology	6			4	2
Introduction to Greenhouse and Crop Production	55	2	21	17	15
Leadership Dynamics	5				5
Marketing Applications	42				42
Marketing Education Co-op	50				50
Marketing Principles	26	1	13	6	6
Medicaid Nurse Aide	13				13
Medical Laboratory Aide (Phlebotomist)	10				10
Medical Terminology	15			13	2
Middle to Late Lifespan Development	23		12	6	5
Money Skills for Math	68				68
Oxy-Fuel Systems	15		14	1	
Parenting	57	35	11	5	6

Course	All Students	Grade 9	Grade 10	Grade 11	Grade 12
Personal Finance (Math Credit)	44		1	4	39
Principles of Agricultural Science and Technology	90	48	21	10	11
Principles of Health Science	49	23	21	5	
Principles of Teaching	9			6	3
Promotional Applications & Media	23		1	9	13
Relationships	65	30	19	8	8
Retail Operations Specialist	44		7	12	25
Shielded Metal Art Welding (SMAW)	10			9	1
Site Layout and Foundations	5			4	1
Small Animal Technology	22	2	14	1	5
Small Power & Equipment	38		10	9	19
SMAW Groove Welds with Backing Lab	7				7
SMAW Open Groove Lab	7				7
Special Topics (Construction Carpentry)	2				2
Sports and Event Marketing	32		12	9	11
The Learner-Centered Classroom	5			4	1
Veterinary Science	18		5	7	6
Welding Certification	7				7
Wildlife Resources	39	4	15	10	10

Resources

School Budget Allocation to the Career and Technical Education Program

5%

Professional Development Hours Offered to Teachers Instructing Career and Technical Education Courses

3 Hours

Number of Instructional Minutes Students Receive per Week in Career and Technical Education

AGRICULTURE

2750 Minutes

BUSINESS

1375 Minutes

CONSTRUCTION

0 Minutes

EDUCATION

275 Minutes

FAMILY CONSUMER SCIENCES

2750 Minutes

GOVERNMENT

0 Minutes

HEALTH SCIENCE

0 Minutes

INFORMATION TECHNOLOGY

0 Minutes

LAW AND PUBLIC SAFETY

0 Minutes

MANUFACTURING

0 Minutes

MARKETING

550 Minutes

MEDIA ARTS

275 Minutes

SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)

0 Minutes

TRANSPORTATION

0 Minutes

Facilities

Equitable Access to Instructional Space

There is no data for this District/School/Year.

Access to Program-Specific Facilities

There is no data for this District/School/Year.

Workplace Ethics

Describe your schools Workplace Ethics Program.

MCSHS has developed a program with a set of criteria to identify students whose hard work, attendance, and extracurricular participation involvement set them apart from their peers. Students that demonstrate the skills necessary to be productive employees will receive a work ethics seal.

Workplace Ethics Program Website URL.

https://mcsh.mercer.kyschools.us/

What percent of students at your school have attained Local Board approved essential workplace ethics requirements?

25%

SBDM Council

Leadership

Principal

Superintendent

Data exported September 26, 2024

Mercer County Schools Final SBDM Allocations 2024-25

MERCER SENIOR HIGH	Grades 9-12	Proj ADM 2024-25	Act ADM 2024-25	Cap Size	Allocation	Current Staffing	Allocation vs. Current Staffing
Total Instructional Time	***376***	***Length of Instructional Period***		***55***			
Cap Size Staffing	Grade 9	207	210.31	31	6.78		
	Grade 10	212	194.46	31	6.27		
	Grade 11	194	192.51	31	6.21		
	Grade 12	165	161.42	31	5.21		
	TOTAL	**778**	**758.70**		**24.47**		
Other Allocation	Supplemental (based on Inst Time)				10.12		
	Media Librarian*				1.00		
	Counselor*				2.00		
	Assistant Principal*				3.00		
	Principal*				1.00		
TOTAL CERTIFIED					**42**	42.5	-0.5
Classified Allocation							
Custodial	1 for 20,000 sq ft		121,850		6	6	0
Management Support	(.076XCS)+(.001XSE)	*CS = Certified Staff; SE = Student Enrollment*			4	4	0
TOTAL CLASSIFIED					**10**	10	0
	Percentage based off ADA at 9/4/24	**Per Pupil**	**Allocations**				
Section 6 Allocation:							
General SBDM	718.47	$139.33	$100,104				
Custodial Supplies	718.47	$25.00	$17,962				
Section 7 Restricted Funds:							
Student School Supplies	718.47	$25.00	$17,962				
						Preliminary	***Difference***
TOTAL SBDM Allocation			**$136,028**			*$134,403*	*$1,625*

**Based off of School Adminstrator Allocation outlined on Staff Allocation Guideline.*

MERCER COUNTY SENIOR HIGH
SCHOOL-BASED DECISION MAKING

BYLAWS

Mercer County Senior High
1124 Moberly Rd
Harrodsburg, KY 40330

ADOPTED:
REVISED:
UPDATED:

Mercer County High School
Harrodsburg, Kentucky

SCHOOL-BASED DECISION MAKING COUNCIL BYLAWS

MISSION STATEMENT: Preparing every student to successfully compete in every endeavor, at every level, and in every stage of life.

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I. PURPOSE OF BYLAWS

To provide the Mercer County High School Council with a set of rules under which to function.

II. MEETINGS

A. All Meetings

1. Council meetings must comply with the requirements of the Open Meetings Law (Appendix A).
2. Council meetings shall be open to the public unless the council goes into closed session under the provisions of the Open Meetings Law (Appendix A).

B. Regular Meetings

1. At the first council meeting on or after July 1 each year, the council shall designate a regular meeting time and place
2. The principal shall post a copy of the regular meeting schedule in the teachers' workroom and in a place regularly accessible to parents. The principal shall also make the regular meeting schedule available to callers to the school office and on the school website.

C. Special Meetings

1. Any meeting not at the regular meeting time or place is a special meeting.
2. A special meeting of the council may be called by the chairperson or by a majority of council members.
3. Any special meeting of the council must comply with the requirements of the Open Meeting Law (Appendix A). The following steps must be taken:
   a. WRITTEN NOTICE. The person or persons calling the meeting must prepare and sign a written notice that states the date, time, and place of the special meeting and an agenda for the meeting. No issue not listed on that agenda can legally be discussed at the special meeting.
   b. DELIVERY OF NOTICE. The person or persons calling the meeting must arrange for the written notice to be delivered to every council member and to any media organization that has asked to be notified of council meetings. The delivery can be made by hand, facsimile machine or mail, but the method must be one that allows the notice to arrive at least 24 hours before the time set for the meeting.
   c. POSTING OF NOTICES. The notice must 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 should be posted as soon as possible after the meeting is called, but definitely no less than 24 hours before the meeting will be held.

III. AGENDA

A. Agenda Request

Anyone may submit items for inclusion on the agenda to the chairperson. The chairperson will maintain a complete file of those items.

B. Preliminary Agenda

The chairperson shall prepare a preliminary agenda in advance of each regular meeting including all items that the chairperson believes need council attention at that session. Each preliminary agenda will include the following items:

1. Approving minutes of previous meeting
2. Approving agenda for this meeting
3. Financial Report
4. Comprehensive Planning Report(s)
5. Reports from other committees
6. Public Comment(s)
   a. The last item on every agenda will be Public Comment. This agenda item is reserved for public concerns not already on the agenda.

b. The chairperson may set time limits for speakers based on the time allotted for this item, the number wishing to speak, and any extra time left on the agenda; or if the agenda will run over, by consensus of the members present.

7. Following the agenda shall be a list of items submitted but not included on the agenda, with an indication of how the chairperson has dealt with or proposed to deal with the item.

C. Distribution of Preliminary Agenda

One week before the meeting, the chairperson shall distribute the agenda to other council members and make it available to other interested persons.

D. Approval of Agenda

At the beginning of each regular council meeting, the council shall approve an agenda for the meeting. The agenda may be the same as or different from the preliminary agenda.

E. Special Meeting Agenda

1. For special meetings, the chairperson or the persons calling the meeting shall prepare the agenda and distribute and post it as required by Open Meetings Law (Appendix A)
2. In accordance with the Open Meetings Law (Appendix A). Items may be subtracted from but not added to the agenda of a special Meeting.

IV. COMPOSITION AND TERMS

A. Composition of the Council

The council shall consist of the principal, three teacher members, and two parent members. If the minority enrollment at the school was eight percent (8%) or higher on October 1 preceding the star of a new council term, the council shall also include at least one minority member.

B. Terms

Terms of council members shall be for one year, beginning July 1 and ending June 30 of the following year. Teachers and parent council members are eligible to run for re-election.

C. Leave of Absence

Leave of absence for a council member shall not be granted.

V. ELECTIONS

A. Teacher Elections

1. **Conducting of Elections**

Teachers must be elected by a majority of teachers in an election conducted by teachers. At a March faculty meeting called by the Principal, two teachers shall be selected by a vote of the faculty to serve as Teacher Election Chairs from among those teachers who do not plan on running for the council that year. The principal shall give the names to the council of the Teacher Election Chairs for the spring elections no later than the April council meeting. The names will be recorded in the minutes.

2. **Date of Election**

Teacher Election Chairs shall hold the teacher elections for the following year before May 1. The Chairs shall notify teachers of the date, place and time of the teacher elections at least ten school days before the election.

3. **Teacher Qualifications**

Teacher members must hold a position at the school that requires a state certificate and must not hold the position of principal, assistant principal or head teacher.

4. **Nominations**

Any Teacher may nominate himself, herself, or another teacher for the office of teacher member by signing a letter of nomination and submitting it to the Teacher Elections Chairs at least five schools days in advance of the teacher election. The Chairs shall ask each teacher who is nominated by another person to sign a letter stating that he or she is willing to serve on the council if elected.

5. **Ballot**

The Teacher Election Chairs shall prepare a ballot that lists alphabetically the names of all those nominated, willing and eligible to serve and distribute that sample ballot to all teachers at the school at least three school days before the scheduled election.

6. **Voting**

All teachers shall convene at the place and time designated by the Teacher Election Chairs. Each teacher shall be given a ballot listing the same names as were found on the sample ballot and shall vote for the number of seats that are vacant. The Chairs shall collect the ballots and count them in the room, announcing the results before the teachers adjourn. Any person or persons receiving a majority on this ballot shall serve as a council member in the coming year.

7. **Procedure if a Majority is Not Received**

If fewer candidates receive a majority of votes than the number needed to fill the open seats, the person getting the smallest number of votes shall be removed from the ballot, and the teachers shall vote again for the number of persons needed to fill the remaining vacancies. Any person receiving a majority of votes shall be deemed elected. This process of removing one name shall be repeated as many times as necessary to elect candidates by majority to all open positions.

B. **Parent Elections**

1. **Role of Parent-Teacher Organization (Academic Boosters)**

The school's largest parent-teacher organization shall develop procedures for and conduct the election. The Principal shall provide notice of this meeting to all parents.

2. **Parent qualifications**

A parent council member shall be a parent, stepparent, foster parent, or a person who has legal custody of a student pursuant to a court order and with whom the student resides. A parent council member shall be a parent of a student pre-registered to attend the school during the parent's term of council service. Three groups of people may not serve on the council as parent representatives:

a. People who work at Mercer County Senior High School or their relatives (mother, father, brother, sister, son, daughter, husband, wife, aunt, uncle, son-in-law, or daughter-in-law).
b. People who work at the Mercer County district administrative offices or their relatives (mother, father, brother, sister, son, daughter, husband, wife, aunt, uncle, son-in-law, daughter-in-law).
c. Members of the Mercer County Board of Education or their spouses.

3. **Parent Elections**

The parent elections shall take place no later than May 1. The parents of all children pre-registered to attend the school during the next year may vote. The parent-teacher organization shall determine how the election will be run. The principal shall assist the parent-teacher in notifying parents of the election schedule. The parent-teacher organization shall notify the current council of those elected not later than 10 days after the election.

C. **Minority Representatives**

1. After both teacher and parent elections, if the council formed, including the principal does not have a minority member, and the school had eight percent (8%) or greater enrollment of minority students as on the previous October 1, a minority parent and an additional teacher shall be elected. Minority members must be American Indian; Alaskan native; African American; Hispanic, including persons of Mexican, Puerto Rican, Cuban and Central or South American origin; Pacific Islander; or other ethnic group underrepresented in the school. Parent minority members must meet the teacher qualifications

listed above.

2. The principal shall be responsible for organizing the minority parent and teacher elections as follows:
   a. Following the general elections, the principal shall organize a special election to elect a minority parent to the council by ballot. This election shall be organized no sooner than ten (10) and no later than twenty (20)days after whichever election (teacher or parent) came last. The principal shall notify all parents of the date, time and location of the election. The notice shall call for nominations of minority parents for the ballot. At the election, parents may nominate additional minority candidates. The candidate receiving the most votes will be elected. In the event of a tie vote, a run-off will be held between the people who were tied.

   b. Following the general elections, the Principal shall call a meeting of all teachers in the building. This meeting shall be called within seven (7) days after whichever election (teacher or parent) came last. The teachers shall select one (1) minority teacher to serve as a teacher member on the council. If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. The election shall be conducted using the procedures listed in Section V A of the Bylaws.

D. **Vacancies During a Term of Office**

1. **Notice of Vacancy**

   When either a teacher or parent vacancy occurs in this middle of a term, a new member shall be elected to complete that term. The principal shall post a notice in the faculty workroom and in a place readily accessible to parents starting that there is a vacancy and including the text of this subsection of the bylaws. The principal shall also communicate this information to the president of the parent-teacher organization. These steps shall be taken within one school day after the principal learns of the vacancy.

2. **Election to Fill a Teacher Member Vacancy**

   Nominations shall be submitted to the Teacher Election Chairs (elected the previous spring) within ten school days after the vacancy occurs, and the election shall be held five school days after that, following the procedure described in the teacher election section of these bylaws.

3. **Election to Fill a Parent Member Vacancy**

   The president of the parent-teacher organization shall call an election to be held not less than ten or more than twenty school days after the vacancy occurs. The procedures described in Section V B of these bylaws will be used.

4. **Election to Replace a Minority Parent Member**

   The principal shall implement the procedure described in Section V C of these bylaws.

5. **Election to Replace an Additional Teacher Member**

   The principal shall implement the procedure described in Section V C of these bylaws.

VI. COUNCIL TRAINING

A. **New Members**

Members elected for the first time shall complete a minimum of six hours of training in the process of school-based decision making no later than 30 days after the start of their terms. They can get that training any time between the date they are elected and the 30 day deadline. This training must be provided by a person endorsed by the Kentucky Department of Education to provide a new member training.

B. **Veteran Members**

Members who have served on a council before shall complete at least three hours of training in the process of school-based decision making no later than 120 days after the start of their terms. They can get that training up to one year before the 120 day deadline. This training must be provided by a person endorsed by the Kentucky Department of Education to provide experienced member training.

C. **Mid-Year Vacancies**

Members who are elected to fill a vacant position in the middle of the year shall complete the required training no more than 30 days after they are elected, from a person with appropriate endorsement from the Kentucky Department of Education.

D. **Reimbursements**

Requests to be reimbursed for training costs shall be made according to Mercer County Board of Education Policy (Appendix B).

E. **Reporting**

By November 1 each year, the principal shall give the superintendent the names and addresses of each council member and verify that the required training has been completed. The superintendent will forward that information to the Department of Education.

VII. STANDARDS OF CONDUCT AND REMOVAL OF MEMBERS

A. **Standards of Conduct**

1. **Attendance**

Members of the council shall attend all council meetings. If a member is unable to attend a meeting, he/she shall notify the Chair of the Council. If a member is unable to attend on a consistent basis, the Chair of the Council will contact the member to consult with the member and take appropriate action.

2. **Conflict of Interest**

No members shall enter into any business dealing that creates conflict of interest under KRS 45A.340, and any member who discovers the existence of such a conflict of interest shall resign.

3. **Ongoing Eligibility**

Any member who ceases to be eligible to serve on the council shall resign. Examples include teachers who transfer to other schools, parents whose children transfer to other schools, and any other change that makes a person ineligible for their position.

4. **Improper Meeting**

Council members shall not meet to discuss council business in a group that constitutes a quorum without following the procedures for scheduling a meeting of the full council in accordance with The Open Meetings Law (Appendix A) and described in Section II of these bylaws.

5. **Intentional Interference with School-Based Decision Making**

No member of the council shall intentionally engage in a pattern of practice which is detrimental to the successful implementation of or circumvents the intent of school-based decision making to allow the professional staff members of a school and parents to be involved in the decision making process in working toward meeting the educational goals of the Kentucky Education Reform Act or to exercise the powers granted to councils by state law.

B. **Removal of Members**

A member who violated the standards of conduct and does not submit a written letter of resignation to the council could be reprimanded or removed in one of the following ways:

1. **Commissioner's Recommendation**

The Commissioner of Education can recommend removal for immorality, misconduct in office incompetence, and willful neglect of duty or nonfeasance, and then the local board of education holds a hearing into the charges to decide whether removal is warranted

2. **Office of Education Accountability**
   The Office of Education Accountability can investigate claims of intentional interference with school-based decision-making. If the OEA cannot resolve the issue, it is forwarded to Kentucky Board of Education, which holds a hearing to determine whether the charges are valid. The first time the Kentucky Board finds a person guilty of such interference, the person will receive a reprimand. The second time, the person can be removed from office.

VIII. COUNCIL OFFICERS

A. Chairperson

The principal shall serve as the chairperson of the council. The chairperson shall preside at all meetings. The chairperson will work with the council, directing the affairs of the council, including monitoring committee progress. The chairperson will prepare the preliminary agenda for all regular meetings.

B. Vice Chairperson

The vice-chairperson shall be chosen by consensus from within the council membership. The vice-chairperson shall act as chairperson in the absence of the chairperson.

C. Secretary

1. The chairperson will appoint a secretary. The secretary shall not be a member of the council.
2. The duties of the secretary shall be:
   a. give public notice of all regular meetings
   b. at each council meeting, take minutes which include an accurate record of all actions and votes taken;
   c. with 7 days after each meeting, type, copy and distribute the draft minutes of council meetings to each member of the council, and post a copy in the faculty workroom;
   d. compile copies of the final approved minutes in two notebooks for each school year. These will be kept on permanent file in the LMS library and in the school office and copies will be sent to the President of the Academic Boosters and to the Superintendent of Schools. In accordance with the Open Meetings Law (Appendix A), minutes taken at a council meeting shall be open to public inspection at reasonable times no later than immediately following the next meeting of the council after the meeting at which the minutes were taken;
   e. compile copies of the final approved minutes in two notebooks for each school year. These will serve as correspondents between the council and other individuals, groups, or agencies as directed by the council.

IX. OPEN RECORDS

A. Library Copies

The school librarian shall make the notebooks of minutes available to library patrons as part of normal library operations.

B. Office Copies

The principal, as official records custodian, shall make the notebooks of minutes and other council records available in accord with the provisions of the Open Records Law. Persons who want copies of documents in the council binder shall give the principal a written request. The fee for copies shall be 5 cents per page.

X. Committees

A. Use of Committees

Committees will be used to support and to accomplish tasks of the council. The council chairperson shall include committee reports on the preliminary agenda for all regular meetings.

C. Committee Structure and Jurisdiction

The council shall adopt a committee policy to facilitate the participation of interested persons. The policy shall include the number of committees, their jurisdiction, composition, and the process for membership selection (Appendix C).

XI. DECISION MAKING

A. Quorum

Two-thirds (half plus one) of the members, including at least one teacher and one parent member, shall constitute a quorum. A quorum must be present for the council to take action.

B. Abstentions

1. Any member of the council may abstain on any vote taken by the council.
2. Any member of the council who has a direct or personal conflict of interest in the outcome of any issue before the council must abstain from any discussion of the issue, from the consensus process, or from a vote taken on the issue.

C. Adoption of Policies

1. Policies are written documents that establish rules, procedures, guidelines, standards, or principles to guide decision-making in various situations.
2. To be officially adopted, a policy must be approved at two readings held at two different council meetings.
3. Adopted policies are binding until the council amends them.
4. Council policies will be reviewed regularly and revised as needed.
5. In the event of extraordinary circumstances (safety issue, law related issue, compliance issue, time constraints, etc.) the principal can declare an emergency, and a policy can be adopted with one reading.

D. Consensus

1. The council will operate primarily by consensus decision making , as described in numbers 2 to 4 below.
2. **Steps to Develop Consensus**
   a. The council shall assign each new issue to an appropriate committee that will be responsible for researching the issue, gathering input, and developing a formal proposal with broad support. The council will act without a committee recommendation only on issues that have urgent time deadlines or very limited impact on the school.
   b. When a committee brings the council a proposal, the council shall discuss it in enough detail to be sure that all members fully understand it and have had an opportunity to provide input.
   c. People who are not members of the council may show that they want to comment or to ask questions by raising their hands, and the chair will call upon them to speak. When a significant number of persons wish to speak OR when a discussion of an issue has taken more than half an hour, the chair may set limits on the number of persons who may speak and the length of time each may speak.
   d. If discussion reveals substantial concerns or unclear points in a proposal, the council's normal practice will be to return it to committee for further work, taking up any subsequent committee recommendation as a new proposal when it is received. The council will only attempt to decide significant revisions without first asking a committee to address the issue in cases where action is urgently needed because of a timeline or pressing concern.

3. **Formal Decision by Consensus**
   a. After the consideration described above, any member may make a motion to accept a proposal for a first reading. If the proposal being considered is in writing, the motion may be made verbally. If the proposal has not been presented in writing or the member making the motion wants to propose one or more amendments , he or she shall write down the motion, read it to the council, and hand the written motion to the secretary for inclusion in the minutes
   b. The chair shall then ask if there is further discussion.
   c. When the chair believes that discussion is complete, the chair shall ask if there is consensus. Any member who is not willing to support, the motion is obligated to say so at this time. Members who support the motion shall indicate by word or other sign that they believe there is now a consensus.
   d. If no member states unwillingness to support, the chair shall direct the secretary to record that consensus has been reached and the motion has passed.
   e. After a policy is accepted for a first reading, it shall be considered again at the next regular council meeting, or at a special meeting if necessary. If it is approved at that second meeting, the secretary shall note that it has been officially adopted as a council decision.
4. **Consensus Failure**
   a. When the chair tests for consensus but consensus is not reached, the council may postpone further consideration until the next meeting or continue to discuss the issue.
   b. After testing for consensus on a proposal three times in one meeting, the chair may direct that the proposal be taken up again at the next meeting. If the issue is filling a vacancy other than principal, the chair may instead ask each member to make a final comment on the issue and then declare that consultation has been completed.
   c. If the council takes up an issue at a second meeting and is still unable to reach consensus, the council shall consider alternative steps, including but not limited to:
      1) Asking a committee to bring the council a new proposal on the issue.
      2) Scheduling a fact-finding session, at which all members of the school community are invited to present factual information about the issue and such information is recorded where all can see. Opinions without specific factual basis are not recorded because the point of the session is to get a common focus on the knowledge base for deciding the issues. After the fact-finding session, the council may take the issue up again to attempt consensus, or it may choose by vote to try one of the other options listed in the subsection.
      3) Seeking the help of a trained mediator to find a consensus solution to the issue.
      4) Considering the matter again at the next meeting, and if consensus there fails, decide the matter by majority vote.
   d. The council will only make decisions by vote:
      1) When the council will otherwise be unable to meet a legal deadline by which the council is required to have made a decision, or
      2) When the council has agreed at a second meeting to discuss the proposal at a third meeting and decide by majority vote if consensus fails (as allowed under provisions C 4) above.
   e. If the council cannot agree on what further steps will be taken, and the issue does not meet the requirements for voting, the chair shall announce that no action will be taken on the issue, and the secretary shall note that announcement in the minutes.

E. Appeals of Council Decisions

The Mercer County Board of Education has established a process of appeals of council decision (Appendix D).

XII. COMMUNICATION

A. Open Communication

1. The council will strive for open communication between the school council, parents, faculty, and the community.
2. Suggestions or concerns may be voiced to council members, called in to the office, or placed in a suggestion box to be located in the teachers' workroom.

B. Council Information

By August 31 of each school year, the council will develop a plan for communicating during that year with each group comprising the education community, including but not limited to teachers, other professional staff, school support staff, parents, and students. These groups shall be informed about council tasks and given a chance to offer perceptions, ideas, concerns, and opinions related to those tasks.

XIII. AMENDMENTS

The council may amend these bylaws as needed. All motions to amend the bylaws of the council shall be submitted in writing. No decision on a motion to amend the bylaws shall be made until after the topic has appeared twice in the preliminary agenda for council meetings and the proposed amendment has had two readings during

XIV. APPENDICES (attached)

A. Open Meeting Law
B. Board Policy on Authorizing Reimbursement for Training & Other Expenses
C. SBDM Committee Policy
D. Board Policy on Appeals of Council Decisions
E. KRS 160.345 (School-Based Decision Making Law)

Statement of Ethics

For the Mercer Senior High Council

Members of the Mercer County High School Council, while representing teachers, parents and school administrators, have the educational welfare of the students served by the school as its highest priority. We acknowledge that the school belongs to the public it serves and that our responsibilities as a council member requires gathering and giving accurate information and making decisions that will be in the best interest of the students. We further acknowledge that we can best meet our responsibilities when we work as a team, show respect for one another, show honesty, and demonstrate a commitment to the school and to our responsibilities.

Refraining from discussing information that can be detrimental to a person or a group is a behavioral standard by which the council will abide.

The responsibilities of the council and these acknowledgments require each council member to maintain standards of exemplary professional behavior. Each council member and the council as a whole will be observed and appraised by the faculty, students, and community. In the interest of the school and each student served by the school, the council subscribes to the following statements of ethical standards.

Members of the council shall:

*Make the well being of students and fundamental value in all decision-making actions.
*Fulfill responsibilities with honesty and integrity.
*Obey local, state, and national laws.
*Abide by policies set by the council.
*Demonstrate a willingness to work as a team.
*Demonstrate willingness to compromise in the interest of the welfare of students.
*Show support of decisions made by the council.
*Avoid sharing information that is considered confidential by the council.
*Represent his/her constituency group as accurately as possible.
*Demonstrate commitment to the work of the council and to the school.
*Avoid using positions for personal gain through political, social religious, economic, or another influence.
*Demonstrate respect for all people regardless of race, national origin, sex, religion, and political affiliations.

I agree to abide by these standards.

Signature_____ Date_____

ALIGNMENT WITH STATE STANDARDS POLICY

ALIGNMENT NEEDS ASSESSMENT

Our improvement planning process will include:

- An analysis of our state assessment data and other school data as necessary to discover the extent to which our students are meeting state standards and our programs are aligned with state standards. Analysis will include performance levels of each demographic group in the school.
- Systematic work to discover and correct the causes of barriers to high performance by all students and the movement of students toward our goals.

We will implement this process to address our alignment with state standards, and the resulting plan will be monitored by the council through ongoing progress notes.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Approved:_____Chairperson:_____

BUDGET AND SPENDING POLICY

SPENDING AREAS

This policy covers procedures to be used in the areas where the law gives the council the responsibility for spending decisions. These areas include the following:

1. Number of Employees
2. Student Support Services
3. Textbooks/Instructional Resources
4. Instructional Materials
5. Activity Funds

NUMBER OF EMPLOYEES

All procedures involved in the determination of the number of employees on staff will only include discussion of positions, not individuals. The following procedures will be used to determine the number of positions for each job classification:

March to May

- The Superintendent will notify the council by March 1st of its tentative allocation of the next school year, including staff funding.
- Beginning with the current staffing plan, the council or an assigned committee will draft a tentative plan for how many staff members the school will have in each subject, grade level, and each other type of position. The tentative plan will take into account an effective student/teacher ratio for meeting the needs of all students, identified gaps, and school improvement initiatives.
- After input from shareholders, revisions will be made necessary and the tentative plan will be submitted to the council for official action.
- Once the council receives the final allocation from the superintendent on May 1, the council will make a final decision and notify the superintendent of its choices by the district deadline.

STUDENT SUPPORT SERVICES

Student support service choices will be made annually by the council through the adoption of the budget. The council will consider recommendations made by any concerned party for additional services.

TEXTBOOK/INSTRUCTIONAL RESOURCES SELECTION

The council will appoint an ad hoc committee to review materials. The materials may come from any subject area. The committee will include teachers, and a good faith effort will be made to also involve parents on the committee. The committee will take the following steps:

- Review our school improvement plan, curriculum, and the Kentucky Academic Standards.
- Develop criteria for textbooks/instructional resources that will help the school move students to proficiency and beyond.
- Review available textbooks/instructional resources to identify those that will best meet their criteria.
- Report to the council on its choices for council approval.
- Respecting all regulatory requirements governing textbook/instructional resources funds, determine quantities of each item to be ordered within the school's textbook/instructional resources budget.
- The principal (or principal designee) will check that each purchase order fits the funds available, respects any existing contracts or bid lists, and will complete the purchase.

INSTRUCTIONAL MATERIALS

The following procedures will be used to determine the spending needs for instructional materials:

February to June

The principal and/or a committee will review our school improvement plan and other indicators of student needs and develop a tentative plan for spending on instructional materials. This spending plan will consider an estimate of funds available from all sources, designate who will be responsible for the choices, and include amounts for:

- specific items to implement the school improvement plan
- shared supplies
- the library
- the computer lab
- distinctive needs of each teaching team
- distinctive needs of each teacher not assigned to a team
- electronic materials
- the principal's discretionary fund
- any other category of items the principal or committee believes is needed

By March 1 the council will be notified by the superintendent of its tentative allocation for the next school year, including instructional materials. The tentative plan will be revised to fit the allocation and presented to shareholders for input. After the council receives a final allocation from the superintendent on May 1 and in light of any input from shareholders, the tentative plan will be further revised if necessary and presented to the council for official action.
The council will approve a final spending plan organized by categories of spending.

- In accordance with the district timeline and procedures, the council will submit a request for Section 7 money.
- The principal (or principal designee) will reformat the spending plan to fit the MUNIS accounting system and submit it to the superintendent.
- All groups or individuals designated in the approved council-spending plan will select items for purchase and fill out purchase orders for those items.
- The principal (or principal designee) will check that each purchase order fits the funds available, respects any existing contracts or bid lists, and will complete the purchases. No further council approval will be needed.

ACTIVITY FUNDS

The following procedures will be followed for activity funds:

Each club, organization, and activity account shall prepare a tentative budget for the next school year on the Individual Activity Account Budget Worksheet.

- The Individual Activity Account Budget Worksheets are due to the principal by April 15.
- The sponsor shall work with the officers of the club in this process to assure continuity of programs.
- The principal or designee shall prepare budgets for activity accounts without sponsors for SBDM approval.

The council, with input from the appropriate committee, club, or organization, will approve the school general activity fund budget and other office activity fund budgets. Staying consistent with district policy, the council, with input from the appropriate committee, club, or organization, will determine use of school general activity funds from bookstore sales, snack and beverage sales, and other office activity funds not raised by a school organization for a specific purpose. These sales are mainly to students and, therefore, the profits will be used for the benefit of students and not for the school's basic routine operating expenses or for renovations or maintenance of school facilities. If the employee lounge has vending machines or other concessions, those profits may be used for employee purposes. The SBDM council can approve other allowable expenditures for accounts without student involvement. This would be any expenditure that would benefit all the students, but not a specific student group, for example, picture sales.
Caution: School activity funds shall not be expended for any operational costs of the school, including salaries/stipends for a SBDM secretary, even the funds in the general account of the school.
The council, with input from the appropriate committee, club, or organization, will also:

- Determine the use of cash donations for general purposes.
- Oversee the expenditure of instructional funds from school fees and dues and any other funds not raised for a specific purpose.
- Participate in the creation of bid specifications and conditions, serve on bid evaluation committees, and participate in formulation of policies and procedures concerning activity funds IF requested by the board.

The Title IX report must include all expenditures for student athletics, including external support/booster organizations, school activity fund monies, SBDM allocations, and grants. The school or district, with approval of the local board of education, may establish additional guidelines/requirements for the external support/booster organizations. This doesn't state the SBDM council, but that is what is meant by "school."

SPENDING CATEGORIES AND MUNIS ACCOUNTING

Whenever possible in budgets and financial reports, we will use spending categories that will make sense to most shareholders in our school, even if those categories are not part of the state and district accounting system known as "MUNIS".

DRAFT BUDGET

December to February

All EXPENSES will be estimated for the coming year that are needed to:

- Implement our CSIP fully, including staffing, materials, professional development/learning, and other needs.
- Maintain other programs at the current level of quality including staffing, materials, professional development/learning and other needs.

The FUNDING will be estimated for the coming year from:

- Our allocation for certified and classified staff.
- Our allocation for instructional materials.
- Any additional allocations that we have reason to believe are likely to continue.
- Our allocation for professional development/learning.
- Funds from any fundraising activities (activity funds) that are not designated for specific student group use and any fundraising activity money that we expect to carry over.
- Grants that seem reasonably likely from any source.
- Categorical dollars from programs listed as sources in our CSIP, based on past funding and consultation with the principal about what is being considered for next year.

Expenses and revenues will be estimated separately and no attempt will be made to match the two at this time. If necessary, any SHORTFALLS will be shared with the council for a discussion on possible solutions.

A DRAFT BUDGET will be developed that:

- Includes a clear statement of the number of persons to be employed in each job classification.
- Lists dollar amounts
- Addresses the expenses for fully implementing our CSIP and maintaining other programs at their current level.
- Describes which sources will be used to cover expenses.
- Designates the person or group responsible for selecting specific items to be purchased in each spending category, with the media librarian as the person or a member of the group responsible for items for the library media center.
- Identifies any further expenses and/or needs that cannot be covered within currently expected funding and/or are not being met by the current Budget.

The draft budget will be circulated to the school Council, the school staff, and all parents serving on council committees, and will be posted for public review.

REVISING THE DRAFT BUDGET

March to May

The council will:

- Review the draft Budget either in a regular or a special meeting.
- Compare the draft budget to the tentative budget provided by the school board by March 1.

- Identify areas that may need adjustment to further reflect school priorities, new spending information, stakeholder input on the impact of the spending proposed plan, or other relevant information.
- If necessary, charge a committee or ask the principal to consider areas that may need adjustment and submit a revised budget for council adoption.
- Discuss whether the council needs to request Section 7 funding for additional expenses, and what needs would be designated for such funding.
- Charge a committee or ask the principal to write up the Section 7 requests for formal council adoption.
- Set a timetable for adopting a revised budget and official Section 7 requests that are compatible with any district timetable.

May and June

After the council receives the final allocation from the superintendent by May 1 and adopts its budget and its Section 7 requests, the following procedures will be completed:

- Notify the Superintendent and local board of the council's decision on the number of persons to be employed in each job classification and any Section 7 request.
- Ensure that the portion of the council's budget that governs its general fund allocations is converted into a standardized Budget using the MUNIS accounting codes and that it is sent to the district central office.
- Ensure that all relevant Budgets are clearly reflected in the school's CSIP and that the person or group listed as responsible for selecting specific items have been notified of the dollar amounts allocated to them.

IMPLEMENTATION AND MONITORING

Every Month

The Principal (or principal's designee) will:

- Ensure that all spending records required by the state and district are maintained, including but not limited to all Redbook requirements.
- Submit a report to the council comparing planned spending, spending so far, outstanding purchase orders, and amount remaining available in each category.

July to September

The Principal (or principal's designee) will ensure that:

- In accordance with Redbook procedures/requirements, all booster organizations have submitted to the principal in their annual financial report for the previous year that ends June 30th.
- All booster organizations have completed all Redbook requirements including submitting to the principal the following documentation required in the Redbook:
- Names of officers (due within the first 30 days of school)
- Annual budget worksheets showing estimated revenues and expenditures for the coming year (due within the first 30 days of school or within thirty days of the first transaction for the group)

October

After the second school month, when the council allocation is updated, the principal (or principal designee) will ensure that:

- If the allocation will be adjusted and reductions have to occur in the budget, the principal will work with the council to approve a new budget.
- If extra allocations become available to the school, all committee chairs as well as the contact person(s) for all MUNIS accounts will be notified of the availability of these additional funds.
- Submissions of additional funding requests will be required to be submitted on the appropriate forms in a timely manner by the process established in this policy.

January and April

- The following procedures will be completed in January and then again in April:
- Notify each individual and group designated to select items for purchase of the amount they were authorized to spend, the amount spent so far, their outstanding purchase orders, and the amount in each category.
- Ask each individual and group to check those figures and report anything that may need adjustment and report whether they will need the full remaining amount to address the needs in question.
- From these responses, identify any amounts that will not be needed as budgeted and make recommendations to the council for budget adjustments to maximize the use of those funds.

BUDGET CHANGES

Individuals or groups who identify spending needs that are not addressed in the current budget will submit a written explanation of the need and the amount to the council.

The Principal will inform the council promptly of:

- Any change in the council's General Fund allocations received on March 2. Any Section 7 funds to be allocated based on Council requests and Board action and/or any allocation of Section 7 funds to the school based ADA.
- Any change in the school's professional development allocation.
- Any decision regarding categorical funding for the school.
- Any change in actual or expected activity fund resources.

The Council will consider amending the Budget to respond to funding changes only after receiving the input of the Budget Committee on the financial impact of how the change would affect the success of our CSIP.

PROFESSIONAL DEVELOPMENT

Professional development shall:

Planning and Evaluation

- Use a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning
- Be related to instructional assignments and professional responsibilities
- Be aligned with the school or district improvement plan or the individual professional growth plans of teachers
- Be facilitated by skillful leaders who develop capacity and advocate and create support systems for the professional learning

Conducting and Implementing

- Occur within learning communities committed to continuous improvement
- Apply current research on systems change and sustain support for implementation of professional learning for long-term instructional improvement as evidenced by student growth
- Integrate theories, research, and models of human learning to achieve its intended outcomes
- Align its outcomes with educator performance and student curriculum standards
- Focus resources on areas of identified need

ORGANIZATION AND BUDGET CONSIDERATIONS

- Each year's updated SIP will be approved by the council and include components with PD/L activities for PD/L days in the district calendar and other appropriate learning opportunities for teachers based upon SIP and professional growth plan needs.
- Where needed to achieve the SIP goals, the components may also propose use of the flexible PD/L time option to replace some or all of the PD/L days with local school board approval.
- Any PD funds not needed to implement the SIP will be used with advance approval, which must be obtained before the professional development/learning activities take place. These activities may include:
    - Flexible professional development/learning time needed to implement a staff member's individual growth, which must have principal approval, or

    - Other professional development/learning that supports the SIP, which must have either council or principal approval
    - Priority needs will be written in an individual growth plan as approved by the principal (in the event of conflicting approvals)
- The council's annual budget will identify resources available for each type of need.
- For needs identified in the SIP, the person listed in the SIP as responsible will make all the needed arrangements for the activity to take place and will complete purchase orders for any required expenditures.
- For needs identified in an individual professional growth plan, the individual identified in the growth plan will make any necessary arrangements and will complete any required purchase orders for expenditures.
- The principal (or principal designee) will check that each purchase order fits the funds available, respects any existing contracts or bid lists, and fits any other criteria established by the council. If those requirements are met, he or she (or a designee) will complete the purchase and no further council approval will be needed.

EVALUATION OF PROFESSIONAL DEVELOPMENT/LEARNING ACTIVITIES

The following procedures will be followed to evaluate PD/L Plan and funds:

- PD/L activities will be evaluated by those participating. Evaluations will be designed to indicate how well the PD/L activity met the Criteria for Professional Development/Learning section in this policy.
- The principal (or principal designee) will report to the council on the results of all PD/L evaluations at least once a year to help inform future planning of PD/L activities.
- Our SIP will ensure an ongoing process that evaluates the impact of professional development/learning on the staff, school improvement, and on student academic progress.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: _____

Date(s) Reviewed or Revised: _____

COMMITTEE POLICY

LEADERSHIP TEAM/AD HOC COMMITTEES

As needed, the Council may approve ad hoc committees to help address needs as identified by the Council. The School Leadership team, which is composed of members of the Math department, English department, Science department, Social Studies department, Career and Technical Education department, Fine Arts department, Special Education department, and head grade level advisors, will serve as the primary group to address needs in the high school.

There are also three additional Multi-tiered Systems of Support committees that meet monthly. These committees have representation from every department and every staff member is assigned to either the Instructional committee, Procedural committee, or PBIS committee.

For these ad hoc committees, the Council will identify the specific topic to be addressed.

The principal (or principal's designee) will invite persons to serve on the ad hoc committee and will also designate a committee member to convene the committee for its first meeting.

Ad hoc committees automatically dissolve when they have completed their tasks.

OPERATING RULES FOR ALL COMMITTEES

All committees established by the SBDM Council are public agencies subject to Kentucky's Open Meetings Law. To comply with that law, each committee must:

- Establish a regular meeting schedule at its first meeting of each school year and make that schedule available to the public by posting it in a place convenient to the public.
- Hold meetings that are not on the regular schedule only after following these special meeting procedures:
    - The committee chair or a majority of members decide the date, time, place, and agenda.
    - Those who make the decision put the date, time, place, and agenda in a written notice, which they must post in a place convenient to the public at least 24 hours before the meeting.
    - Notice of a special meeting must be hand-delivered, faxed, or mailed to all members of the committee early enough so that they will receive it 24 hours before the meeting. E-mail cannot be used to deliver these notices.
    - If any media organization has asked for notice of special meetings, those calling the meeting must hand-deliver, fax, or mail copies of the written notice to the agency requesting the notice so that they will receive it 24 hours before the meeting. E-mail cannot be used to deliver these notices.
- Take minutes of the actions and decisions at every meeting.
- Review the minutes of each meeting and approve them at the very next meeting, after deciding on any needed correction.
- Make committee minutes for each meeting available to the Council and to any interested party, after final approval of the minutes.

POLICY EVALUATION

This policy will be evaluated by the SBDM Council in the fall of every new school year. Recommendations (if any) for revisions will be presented in writing to the council for consideration and adoption. Recommendations should be made as soon as possible in the school year, but no later than the January council meeting.

Approved_____Chairperson_____

CONSULTATION POLICY

For each vacancy that occurs at our school, the Council will appoint an ad hoc Interview Committee of no more than five people. The Interview Committee membership will include the Principal, at least one parent and at least one certified staff member who will work directly with the person to be hired. No more than three Council Members (including the Principal) may serve on any Interview Committee. The following process will then be followed:

- Within two weeks of their appointment, the Interview Committee will meet in OPEN SESSION(S) to:
    1) Develop a set of criteria for a strong candidate. These criteria shall not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.
    2) Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates.
    3) Decide on methods to use to gather information about the candidates. The methods will include (but not be limited to) some or all of the following: reviewing applications and resumes, in-person interviews, references, written interviews, portfolios, and performance events (written responses to a hypothetical work related challenge.
- As soon as possible after reviewing a list of applicants and finishing the procedures in number 1 above, the Interview Committee will meet in CLOSED SESSION (S) to:
    1) Review all applications and written references and select applicants to interview
    2) Determine if information in the written application or resumes point to any specialized questions that should be asked of a particular applicant and to develop those questions if they are necessary.
- Within a week of the Interview Committee's selection of candidates to interview, the Principal (or designee) will schedule an interview with each selected applicant at a time when all Interview Committee members can attend and call special meetings of the Interview Committee for each of those interview times.
- Each interview will occur in a CLOSED SESSION of the Interview Committee in which they will:
    1) Ask all the standardized questions in the same order of each candidate.
    2) Ask any specialized question after that.
    3) Ask any follow-up questions after that.
- Within a week after all interviews are complete, the Interview Committee will meet in CLOSED SESSION to discuss how well each applicant meets the criteria, offer comments on the contributions each could make, and provide any additional input requested by the Principal. The Principal will then have consultation with the Council regarding the interviews. This consultation process could be in-person or through a conference call if not all members are available to be present for an in-person meeting. After considering the Interview Committee's comments and consultation with the Council, the Principal will select the person he/she believes will contribute most to the success of the school's students and notify the superintendent and Council of his/her choice. The superintendent will complete the hiring process.
- If necessary, the Principal may review additional applicants and repeat the bulleted steps above.

Approved:_____ Chairperson:_____

ENHANCING STUDENT ACHIEVEMENT POLICY

The Kentucky Learning Goals are the following:

- Students are able to apply basic communications and mathematics skills in situations similar to what they will experience in life.
- Students shall develop their abilities to apply core concepts and principles from science, mathematics, social studies, arts and humanities, practical living studies, and vocational studies to what they will encounter in life.
- Students shall develop their abilities to become self-sufficient individuals.
- Students shall develop their ability to become responsible members of a family, work group, or community.
- Students shall develop their ability to solve problems both in school and in a variety of situations similar to what they will encounter in life.
- Students shall develop their abilities to connect and integrate knowledge from all disciplines into their own knowledge bases.

The mission statement of Mercer County Senior High School is:

Preparing every student to successfully compete in every endeavor, at every level, and in every stage of life.

In order to accomplish Kentucky's Learning Goals and to help carry out our school's mission, Mercer County Senior High School will:

- Develop SBDM policies that contribute directly or indirectly to furthering these goals and/or accomplishing this mission thus enhancing students achievement by improving teaching and learning at our school.
- Complete an annual needs assessment including but not limited to analyzing student performance on the state assessment.
- Revise annually our school improvement plan to address identified needs. The School-Based Decision Making Council shall be responsible for adopting this plan and conducting implementation and Impact Checks to monitor the plan.

POLICY EVALUATION

This policy will be evaluated by the MCSHS MTSS instructional team in the fall of every new year. Recommendations (if any) for revisions will be presented in writing to the council for consideration and adoption. Recommendations should be made as soon as possible in the school year but no later than the January council meeting.

Approved:_____Chairperson:_____

PLANNING POLICY

PLAN DEVELOPMENT/REVISION

In the fall of each year we will use the planning process recommended by the Kentucky Department of Education to revise our on-going Comprehensive School Improvement Plan (CSIP) by:

- Analyzing our state assessment results and conducting needs assessments.
- Identifying new and/or continuing priority needs and the causes that created the needs.
- Setting goals for removing the needs and objectives for tackling each cause.
- Selecting strategies and activities for reaching each objective and committing responsible persons, timetables, and needed funding to implement those strategies and activities.
- Selecting measures that will show strategies are being implemented and progress is being made in student performance.
- Developing a written plan using a clear, concise component format to communicate the above.
- Obtaining widespread input from our school community and then adopting the components after considering and responding to that input.

At the October meeting of the SBDM Council each year, a timetable for the steps above will be set by the council that also includes:

- Process guidelines explaining how the work will be done and how the Council will learn about it.
- Participation guidelines explaining how parents, classified staff and other interested parties representing the diversity of our community will be involved.
- Guidelines explaining how each group of participants will learn about their roles.

The Council will review the timeline, revise it if necessary, and approve it as a statement of how the school will conduct its planning. The Leadership Team will then implement the process according to the timeline, reporting to the Council at each regular meeting on their progress.

ADDRESSING ACHIEVEMENT GAPS

Starting in the fall of every year, we will revise our plan to address substantive achievement gaps, using these steps:

- Identifying substantive gaps and working with the superintendent to set targets for reducing each substantive gap. This step will be completed no later than December 31st.
- Reviewing and if necessary revise our long-term time schedule for eliminating all the substantive gaps.
- Revising or completing a new CSIP to fully support reducing any identified substantive gaps.
- Holding a public meeting to present the school draft CSIP for input and then adopt the plan no later than December 31st of each year.

IMPLEMENTATION AND IMPACT OF PLAN

To make sure our CSIP is on track and making a difference:

- The SBDM Council will set a schedule for two implementation and impact checks during the next year and will review the data for those checks during regularly scheduled meetings and identify any needed adjustments to keep the plan on track.
- These dates will be prior to required district board meetings reports during the year.

- The Council will stay informed by receiving regular reports from the Leadership Team concerning upcoming work needed to carry out the Plan during the coming month(s).

POLICY EVALUATION

This policy will be evaluated by the Leadership Team in the fall of every new school year. Recommendations (if any) for revisions will be presented in writing to the council for consideration and adoption. Recommendations should be made as soon as possible in the school year but no later than the January council meeting.

Approved:_____ Chairperson:_____

CURRICULUM POLICY

The School Based Decision Making Council at Mercer County Senior High School shall adopt the curriculum of the Mercer County Board of Education as the curriculum that shall be implemented at the school. It is our opinion that this curriculum is aligned with state standards and is appropriate for our instructional needs. Subsequent amendments to the curriculum by the Mercer County Board of Education shall become effective immediately upon approval by the Board. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for School Improvement.

Our school curriculum shall:

1. Help all students to master all of Kentucky's Core Content
2. Reflect the strategies adopted in our Comprehensive School Improvement Plan
3. Implement the Kentucky Program of Studies
4. Be developed by faculty members that report to the principal on their work

The principal shall oversee implementation of this policy.

Approved:_____ Chairperson:_____

DISCIPLINE AND CLASSROOM MANAGEMENT POLICY

Our school follows the Mercer County School District Code of Conduct.

In August, the principal (or principal designee) will:

- Provide each student with a copy of the Code of Conduct.
- Require each student to return a signed acceptance from his/her parent showing that the parents have seen and reviewed the Code.
- Follow-up as needed with any family whose student has not returned the signed acceptance, or assign other staff members to do so.

As students transfer to our school during the year, the principal (or principal designee) will follow the steps above for those students.

The faculty and principal shall implement the local school district code of acceptable student behavior and discipline. Copies of the local district code shall be distributed to all staff prior to the beginning of each school year and to all parents upon enrollment of their child each year using the student handbook. The school council shall automatically adopt any subsequent amendments to the code by the local board of education. This school council policy shall also be consistent with the School Safety Plan and the applicable indicator from the Standards and Indicators for School Improvement.

The school shall consider discipline and classroom management as a means of causing acceptable behavior or as a means of changing unacceptable behavior. The school council shall approve only those discipline and classroom management provisions that are consistent with this philosophy. The students will adhere to the standards set forth in the MCSHS student handbook, which will include addressing bullying/harassment that aligns with district policies. The district code of conduct/school handbook will address student, parent, teacher, counselor, and principal responsibilities regarding discipline and school safety.

Every teacher will:

- Establish specific standards of conduct for his/her own classroom and post them in their room.
- Teach the MCSH expectations to all students and go over them again after all extended breaks.
- Teach those standards to students during their first two weeks in that room.
- Explain the standards to students who join the class after the first two weeks are over.

Our school will maintain an up-to-date school safety plan under the guidance of the District Safe Schools Coordinator and MCSHS administration. This plan will address issues identified by our stakeholders and issues required by law.

Our Council will review the implementation and impact status of the school handbook/code of conduct twice a year, on a schedule established at the first Council meeting each year. Each check will include:

- Reviewing overall trends in student disciplinary referrals and consequences.
- Reviewing trends disaggregated by gender, race, disability and participation in free and reduced price lunch.
- Reviewing the status of each activity that should be started or completed by this time.
- Identifying any adjustments needed in the plan to ensure full progress toward the school's goal.

We will review our safety plan during the school year.

Approved:_____Chairperson:_____

Upcoming Dates

Oct. 21	PSAT 8:30 am
Oct. 21	SBDM 3:30 pm
Oct. 21	Political Forum
Oct. 23	Club Day
Oct. 26	ACT
Oct. 30	Blood Drive
Nov. 4-5	Teacher PD, Election Day - No School
Nov. 11	ASVAB Test
Nov. 11	Veteran's Day assembly 10:15 am
Nov. 11	National Honor Society induction 6:00 pm
Nov. 18	SBDM 3:30 pm
Nov. 19	Board Meeting 5:30 pm
Nov. 21-23	Fall Drama Production
Nov. 27-29	Thanksgiving Break
Dec. 6	Entrepreneur Fair
Dec. 6	Winter Choir Concert
Dec. 12	Band Concert
Dec. 14	ACT (11th Grade Optional)
Dec. 16	SBDM 3:30 pm
Dec. 17	Board Meeting 5:30 pm
Dec. 20	Early Release Day
Dec. 23-Jan. 6	Christmas Break