Ballard High School SBDM By-laws

Purpose
The SBDM Council of Ballard High School shall have the responsibility to enhance student achievement through the policies adopted as specified in KRS 160.345.

I. Council Membership

A. Composition
The Council shall be made up of three teachers, two parents, and one principal. Teacher and parent representatives will be elected by their constituent groups.

B. Eligibility
Teachers: All certified teachers (including counselors and itinerant teachers) who are employed within the school are eligible to serve as teacher representatives to the SBDM Council. Principals or assistant principals may not serve as teacher representatives to the SBDM Council.

Parents: According to KRS 160.345, parent representatives (including parents, stepparents, foster parents, or legal guardians) to the SBDM Council shall have a child enrolled in or preregistered to attend the school during the term of office. Parent representatives shall not be employed at Ballard High School or in a district administrative office. Parent representatives must not have a relative (father, mother, brother, sister, husband, wife, son, daughter, uncle, aunt, son-in-law, daughter-in-law) employed at Ballard High School or in a district administrative office. A parent representative must not be a school board member or spouse of a board member.

C. Selection Process
Teachers: All full-time and part-time teachers (including counselors) assigned to the school may participate in the selection process. The selection process will be completed by June 30 of each year, with the results being reported in writing to the principal by July 1 of each year. Teacher members must be elected by a simple majority vote of all teachers assigned to the building. An Election Committee consisting of teacher volunteers shall determine the nomination and balloting procedures. The Election Committee may want to consider procedures for the, following: nominations, ballots, the election, ties, or failure to receive a majority vote.

Parents: All parents (including parents, stepparents, foster parents, or legal guardians) who have a child enrolled in or preregistered to attend the school are eligible to participate in the parent elections. The Parent Teacher Association (PTA) Board of Managers shall be responsible for determining the election procedures, conducting the election, notifying all candidates of the election results, and notifying the principal in writing of the parents elected to the SBDM Council. Parent elections to be held in September, with parents taking office by October 1st of each year.
Minority Representation: KRS 160.345 requires that schools having more than 8 percent minority student population have minority representation to the SBDM Council. If this is not obtained in the initial election for Ballard High School in either the parent, teacher, or principal position, a special election will be conducted for both a minority teacher and minority parent representative to the SBDM Council. The principal will oversee this procedure.

Fingerprinting: KRS 160.380(10) requires SBDM parent members to submit to a state and national fingerprint-supported criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation (FBI). A parent member may serve prior to the receipt of the criminal history background check report but shall be removed from the council on receipt by the school district of a report documenting a record of a sex crime or criminal offense against a victim who is a minor as defined in KRS 17.500 or of a violent offense as defined in KRS 17.165, and no further procedures shall be required.

Vacancies: If an SBDM Council member resigns or is removed from office (pursuant to KRS 160.347), another member shall be elected in a special election to complete the remainder of the term. Elections will follow the procedures as outlined in this section. Elections must be completed within 20 school days. While this process is being completed, the business of the Council will continue when a quorum is established.

D. Terms of Office
The terms of office for teacher representatives to the SBDM Council will begin on July 1st and end on June 30th. Parent terms of office begin October 1st and end September 30th.

Beginning July 1, 2019, two teachers and one parent will be elected for a two-year term and one teacher and one parent will be elected for a one-year term. Beginning July 1, 2020, one teacher and one parent will be elected to a two-year term.

After July 1, 2020, all terms will be two years with two teachers and one parent elected on odd years and one teacher and one parent elected on even years.

II. Responsibilities of SBDM Officers and Council Members
A. Election of Officers
Officers for the Ballard High School SBDM Council shall be chairperson, vice chairperson, and secretary. The Vice-Chairperson will be elected by majority vote by the SBDM council at the regularly scheduled October meeting, and the Chairperson will appoint the Secretary position for the council at the same meeting. The nominee must agree to accept the position. Reelection is permitted for the offices of vice-chairperson and secretary. If the vice-chairperson or secretary resigns his or her position, the Council will conduct a vote at the next meeting to fill the position with another member. The principal will be the chairperson of the SBDM Council.

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B. Responsibilities of Officers
Chairperson: The principal shall serve as chairperson as required by KRS 160.345. Responsibilities of the chairperson include the following:

- Announcing and distributing meeting notices as appropriate
- Announcing and distributing the meeting agenda as appropriate
- Distributing needed materials to Council members prior to the meeting when available and at the meeting when necessary
- Facilitating the SBDM Council meeting
- Determining the presence of a quorum
- Overseeing an open, permanent file of meeting minutes

Vice-Chairperson: Once elected, the vice-chairperson shall have the following responsibilities:

- Presiding over Council meetings in the absence of the chairperson
- Overseeing the facilitation of committees assigned by the SBDM Council

Secretary: Once elected, the secretary shall have the following responsibilities:

- Keeping an accurate reflection (record) of the SBDM Council meeting and all actions taken by the Council
- Once approved, maintaining the minutes of the meeting and adhering to open-records requirements
- If the SBDM Council secretary is unable to attend a meeting, the principal shall ask another member to assume the secretary’s responsibilities for that meeting.

C. Responsibilities of Council Members
Once elected to the SBDM Council, members’ responsibilities include the following:

- Attending all regular and special meetings of the Council
- Considering the needs of all students when making decisions as a Council member
- Supporting, promoting, and communicating Council decisions to constituents

III. Council Meetings
A. Regular Meetings
At the first meeting of the new term, the SBDM Council shall determine all regularly scheduled meeting times, dates, and locations for their terms of office. Notices for regular meetings will be provided to the media through the district’s Central Office designee and posted within the building on the SBDM bulletin board, provided to school staff in weekly updates, and sent to parents through the PTA newsletter.
B. Special Meetings
In the event a special meeting is needed, the principal or a majority of the other members of the SBDM Council may call a meeting. During special meetings, the SBDM Council may discuss only those issues listed as the purpose for the meeting. Whoever calls the meeting has responsibility for the following:

- Posting of the Notice—The date, time, place, and purpose of the meeting shall be made public via email or posted in a central location within the school.

- Notice Distribution—A written notice, which includes the date, time, place, and purpose of the meeting, must be provided to each Council member. Written notification must be forwarded to the district's Central Office designee so that the media is notified. This must be done a minimum of 24 hours in advance.

C. Open/Closed Meetings
All SBDM Council meetings at Ballard High School shall be open to the public. The SBDM Council may go into closed session from the open meeting under the following circumstances: to discuss proposed or pending litigation by or against the SBDM Council and to discuss candidates for vacancies. Additionally, KRS 61.878 (1) (m) exempts from Open Records "those records the disclosure of which would have a reasonable likelihood of threatening the public safety by exposing a vulnerability in preventing, protecting against, mitigating, or responding to a terrorist act." This would include the review of the school's emergency plan. The Council must reconvene in open session to make a decision on an issue.

D. Cancellation
A meeting of the SBDM Council may be canceled by a majority of the Council. In the event school is canceled or dismissed early due to inclement weather, the SBDM Council meeting will be postponed.

IV. Conducting a Meeting
A. Quorum
A quorum of the SBDM Council is established when a majority (more than one-half) of the number of seats is present. Four members must be present for Ballard High School to establish a quorum. No action of the SBDM Council may be taken if a quorum is not established.

B. Agenda
Council members may add items to any regular meeting agenda by contacting the chairperson three days in advance of the meeting. Teachers, parents, and others who are not on the SBDM Council may recommend items for the agenda by completing the Agenda Inclusion Form and returning it to the chairperson three days in advance of the meeting. The person making the recommendation must attend the SBDM Council meeting when the item is to be addressed. Agenda items may be added only at the meeting, with SBDM Council approval. The agenda
shall be distributed to all SBDM Council members at least two days in advance of the meeting. If the SBDM Council determines it necessary, agenda items may be forwarded to a committee for further study.

C. Input From Non-Council Members
Those who attend the SBDM Council meetings will be provided with an opportunity to discuss issues under consideration by the Council. The following procedures will be followed:

- A sign-in sheet will be provided for parties interested in speaking on an agenda item.
- A person who has recommended an item on the agenda shall be given the opportunity to speak first on the issue.
- Input will be allowed before the SBDM Council makes its decision.
- As each topic is discussed, the chairperson will call on speakers in the order they signed the sign-in sheet. Each speaker is limited to 2 minutes, with a maximum of 10 speakers per meeting.

C. Decision-Making Process
The primary method of decision making shall be by consensus. If consensus cannot be reached, the Council will discuss the issue again (either at the current meeting or at a future meeting). If the Council cannot reach consensus after the second discussion, a majority vote will be taken to decide the issue.

V. Council Records
A. Minutes
Written minutes of each regular and special called meeting of the Ballard High School SBDM Council will be kept. The SBDM Council secretary will keep minutes for each meeting of the Council. The minutes must be an accurate record of actions and votes taken by the Council at each meeting. If the action taken was the adoption of a policy or other written materials (policies, budget allocations, committee reports, etc.), these will be attached to the minutes of the meeting when the action occurred. The Council will review a copy of the minutes, make amendments, and approve them at the next meeting. The minutes shall be available for inspection immediately following the meeting in which they are approved. Copies of the approved minutes will be available on the JCPS website. An electronic copy of minutes and agendas should be e-mailed as an attachment to the superintendent/designee. A hard copy of Council minutes, agendas, and supporting documentation should be sent through the Pony to the SBDM Office.

B. Requests for Council Records
SBDM Council records are available for inspection during the hours of operation of the school. Requests for copies of the Council records must be made to the principal. This request must include specific dates and documents. Within three days of receiving the request, the principal will provide the requested records or a written explanation of why these will not be provided. The cost for copying the records is 10 cents a page.
VI. Bylaws and Policy Development and Amendments
Policies shall be developed by the SBDM Council or committees established by the Council. All policies and bylaws shall require two readings before they are adopted. No policy or bylaws shall be adopted by the Council at the meeting in which they are introduced. Amendments to policies and bylaws shall require two readings as outlined above.

VII. Appeals
Any resident of the district or a parent, student, or employee of the school may appeal council decisions through the process established by Jefferson County Board of Education (JCBE) policy 02.42411 (Appeal of Decisions [SBDM]).

VIII. Removal of a Council Member
A. A member of an SBDM Council may be removed by the Kentucky Board of Education if he or she engages in a pattern of practice that circumvents or is detrimental to the process (KRS 160.345).
B. A member of a School Council may be removed for cause, after an opportunity for hearing before the local board, by a vote of four-fifths of the membership of the board of education and after the recommendation of the chief state school officer (KRS 156.132 and KRS 160.347).

IX. SBDM Council-Assigned Committees
A. The SBDM Council at Ballard High School will use an ad hoc and standing committee structure to encourage expanded participation in the decision-making process.
B. Faculty, classified staff, parents, and community members will be encouraged to serve on SBDM-assigned committees.
C. Standing and ad hoc committees are formed and dissolved by the Council as needed. Each year at their first meeting, the Council members will determine the needed standing committees and the responsibilities of these committees.
D. Committee membership will be obtained through a sign-up list of volunteers. The Council will review the list to determine if additional representation is needed and/or to approve this list by August 31 of the calendar year. Once the list is approved, committee volunteers will be notified of their first meeting by the principal.
E. A chair for each committee shall be appointed by the Council Chair.
F. Each committee shall determine the frequency and agenda of meetings. Written minutes of each committee meeting will be kept as an open, permanent record of the activities of each assigned committee. These will be forwarded to the SBDM Council and will become a part of the required documentation of the Council (see section V, part A).
G. Committees have the responsibility to carry out tasks assigned to them by the Council. Committees may research issues, gather school wide input, or prepare drafts for the SBDM Council.

H. Decisions of the SBDM-assigned committees shall be made by consensus. In the event that consensus cannot be reached, a majority vote will be used to decide the issue.

I. The committee chairperson/designee must report (both orally and in writing) to the SBDM Council as requested by the Council.

First Reading: May 12, 2015

Second Reading and final reading: June 2, 2015

Revised: December 11, 2018

Chairperson Signature: _____________________________