

CARTER COUNTY DISTRICT  
EAST CARTER HIGH SCHOOL

## **SCHOOL-BASED DECISION MAKING COUNCIL BY-LAWS**

### **I. AUTHORITY**

The School-Based Decision Making Council is a policy-making body established by Board policy per KRS 160.345. Outside of a legally called council meeting, no council member, other than the Principal, has decision making or administrative authority conferred by office on the council. The Principal is the school's primary administrator and instructional leader. (Local Board Policy 02.422)

In addition to the authority granted to the school council, the local board may grant to the school council any other authority permitted by law. The board shall make available liability insurance coverage for the protection of all members of the school council from liability arising in the course of pursuing their duties as members of the council. KRS 160.345(4)

### **II. MEMBERSHIP**

#### **A. Composition**

The School-Based Decision Making (SBDM) Council of East Carter High School shall consist of the principal, three teachers and two parent members. Teachers and parents shall be elected in compliance with KRS160.345. Council vacancies will be filled according to SBDM policy or by local board policy. Leaves of absence shall not be granted to any member of the council.

KRS 160.345(2)(a)

#### **B. Length of Terms**

SBDM Council members shall be elected for one-year terms and may be re-elected for subsequent one-year terms. The term of office shall be from July 1 through June 30. KRS 160.345(2)(b)1

#### **C. Election of SBDM Members**

The Principal shall give appropriate notice of the election of the teachers and parent members to the Council by April 30. Elections shall be held during the month of May for both teacher and parent members. As necessary, election of minority parent/teacher representatives will be conducted by the principal.

KRS160.345(2)(b)2

1. Parent Election-Parents conduct their own elections per KRS160.345. Annual elections shall be conducted during the month of May. Within twenty-four hours of the final vote, the principal shall be notified, in writing, of the two parents elected.
2. Teacher Election-Following the notice of election by the principal, teachers may nominate themselves or another teacher for election to the School Based Decision Making Council. Nominations shall be made in writing to two teachers, selected by the faculty, no later than five days prior to the election. The two teachers selected shall prepare a ballot containing the names of all the qualified teachers nominated. Names shall be listed alphabetically. The teachers selected by the faculty will count the ballots for election. Secret balloting will continue until a majority elects three teachers. Teachers must be employees of the district and assigned to East Carter High School. Within twenty-four hours of the final vote, the principal, shall be notified, in writing, of the three teachers elected.

3. Vacancies-If a council position is vacated, another member shall be elected in a special election held not more than one month after the vacancy occurs. The person elected shall serve the remainder of the term, until June 30, and will be eligible for re-election.

#### D. Training

Elected School Based Decision Making Council members must participate in state mandated training. New members will complete six hours of training and experienced members, those who have served at least one full year, will complete three hours of training. Trainings will be scheduled by the local board of education.

KRS 160.345(6)

#### E. Officers

1. Chairperson - As required by KRS160.345(3)(h), the principal will serve as chairperson to the School Based Decision Making Council. Duties include presiding over council meetings, compiling and distributing the agenda for council meetings, serving as official custodian of permanent council records, stating when a consensus is present for the record, coordinating committees, carrying out any additional responsibilities as stated in these by-laws, and maintaining a file of all correspondence addressed to the school council. Such correspondence may only be discarded after having been brought to two council meetings.
2. Vice-Chairperson - The council shall select the Vice-Chairperson, by a majority vote, at the July meeting. Duties include presiding over council meetings in the absence of the chairperson, calling a special meeting of the council in the event a principal vacancy occurs, and conducting meetings necessary for the principal hiring process to take place.
3. Secretary – A council secretary shall be appointed by the chairperson. The secretary is responsible for keeping minutes of all council meetings, maintaining council records and advertising meeting dates on local radio and newspaper. In the absence of the secretary, a council member will be selected to complete the secretarial duties.

### **III. SBDM COUNCIL MEETING SCHEDULE**

#### A. Regular Meetings

The SBDM Council will meet on the second Thursday of each calendar month at 4:30 P.M. in the East Carter High School Library. Special meetings may be called when deemed necessary by the chairperson. All meetings will be conducted referring to Roberts Rules of Order and shall have a time limit of two hours. All meetings of the SBDM Council shall be conducted in compliance with the Kentucky Open Meeting Laws (KRS 61.470 – 61.840). The SBDM Council will adjourn into closed sessions to discuss:

- Interviewing candidates for Principal
- To consult with Principal on filling a position
- To discuss impending litigation
- Formal minutes shall be maintained of all SBDM Council actions and such minutes shall be available to interested parties at the next SBDM Council meeting.

#### B. Agenda

The chairperson shall prepare a written agenda. Copies of the agenda will be made

available to the public at meetings. KRS 160.345(2)(d)

Anyone wanting to be placed on a SBDM Council meeting agenda must give the chairperson two day advance notice which states the subject to be discussed.

Persons who are not on the agenda who wish to address the SBDM Council may do so with permission, not to exceed five minutes.

#### C. Advertisement

All SBDM Council meetings will be advertised on local radio and in the local newspaper one week prior to the meeting. All special sessions will be advertised on local radio twenty-four hours prior to the meeting.

#### D. Quorum

A quorum of four SBDM Council members must be present for official business to be conducted.

### **IV. MINUTES AND COUNCIL RECORDS**

#### A. Requirements for Record Keeping - Minutes

1. The minutes shall reflect an accurate record of actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestions of consensus, and the majority vote on unanimous support. Minutes shall be kept on file in the principal's official minute book kept by the recording secretary.
2. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes kept on file and filed in the council's policy manual.
3. The minutes of the school council shall not be official until they are reviewed and approved by the council.
4. An unofficial copy of the minutes of each meeting shall be prepared by the recording secretary and sent to the principal to be made available in the office for pickup by parents and staff. Each SBDM council member shall have a copy of policies and revisions as they occur. An official copy of policies shall be kept in the office of the principal.
5. A copy of the official minutes shall be sent to the superintendent's office each month.

#### B. Record Retention

1. **School-Based Decision Making Council Minutes**  
Documents of decisions and policies of a school-based making council and records of their official actions must be retained permanently. Minutes shall include the date of the meeting, members present, quorum, a description of actions taken, vote or consensus, formation of subsequent agendas, and the time and place of the meeting.
2. **School-Based Decision Making Council Committee Minutes**  
Committee documents including the decisions and information gathering activities of the various committees of a School-Based Decision Making Council must be retained permanently.

*Reference: Local Agency Records Retention Schedule - State Archives and Records Commission*

### C. Request for Public Records

The public shall have the right of access to all public records of the SBDM Council.

Public records shall be defined as any document generated by the SBDM Council. Examples would include, but are not limited to, documents that govern the operation of the council, agendas and minutes of meetings, and written communication with the Carter County or State Board of Education.

Requests for public records must be made to the chairperson in writing and should include the title and date of the desired document(s). There will be a copying charge of ten cents per page for all documents requested.

### **V. REVISIONS OF BY-LAWS AND POLICIES**

During each term, the SBDM Council will review by-laws and policies for possible revisions. Approval of new policy will require two (2) readings. Revision of current policy will require one (1) reading.

### **VI. APPEAL OF DECISIONS**

Any resident of the district or a parent, student or employee of the school may appeal council decisions. Appealing a decision made by a school council shall include the following procedure:

1. An appeal must be filed within ten (10) working days following a council decision.
2. An appeal on a decision made by a school council must first be reviewed by the school council, which shall make a timely response to the appealing party.
3. If the matter is not satisfactorily resolved by the council, the appeal may then be submitted in writing to the Superintendent.

*Reference: Local Policy 02.42411*

### **VII. BUDGET**

The instructional allocation for East Carter High School will be given to the Budget Committee. The Budget Committee will recommend to the SBDM Council a budget for instructional supplies and materials based on the Comprehensive School Improvement Plan and/or the 30/60/90 Day Plan for School Improvement; as well as departmental needs. The council shall have final approval of SEEK budget and amendments.

The principal shall follow all Carter County Board of Education purchasing policies and KDE regulations for expenditure of funds. The principal shall approve and oversee the budgets of activity and instructional funds.

Date Adopted: March 2011 Policies Rescinded: By-Laws 03.01, 04.01, 06.01, 06.02,  
10.01, 11.01, 12.01; Appendix – Election of Teachers; Appendix – Selection  
Procedures for Council Members Teachers/Parents  
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