**ARTICLE I. PURPOSE**

The purpose of the Leslie County High School Council is to establish a set of rules and procedures, which address the academic, social and emotional needs of our students, in accordance with state law.

**ARTICLE II. MISSION**

Leslie County High School accepts the responsibility to prepare each student to be successful through relevant education in a positive learning environment, which encourages the highest level of performance.

**ARTICLE III. MEMBERSHIP**

1. **COMPOSITION**

The school council shall consist of the principal, three (3) teachers, and two (2) parent members.

1. **MEMBERSHIP REQUIREMENTS**
2. ALL MEMBERS: No one may serve on the school council who has a legal conflict of interest as designated by KRS 45A.340 except the salary paid to district employees.

New members (less than one-year service) must complete six hours of training from a KY Department of Education endorsed trainer. Experienced members (with more than one year of service) must complete three hours of training.

1. TEACHER MEMBERS: Teacher council members must be employees of the district and currently assigned to the school in which they are elected. Itinerant teachers may nominate, serve and vote if LCHS is their home school. Principal or assistant principals may not serve as teacher council members.
2. PARENT MEMBERS: Parent council members must be the parent, or step parent or foster parent of a child pre-registered to attend the school during the term of office they are seeking. Legal guardians may serve as parent members if pre-registered child lives with them. Parent members shall not be an employee or a relative of an employee in the district central office, and a local board member or their spouse may not be a parent member. (A relative is defined as father, mother, brother, sister, husband, wife, son daughter, aunt, uncle, son-in-law or daughter-in-law.)
3. **ELECTIONS**
4. TEACHER MEMBERS: Annual elections shall be conducted each May for the purpose of electing three teacher council members. All teachers assigned to the school shall have an opportunity to participate in the annual selection of teacher representatives. Teachers may nominate another teacher or themselves. The teacher chairperson shall call a faculty staff meeting for the purpose of selecting council members. Teacher members must be elected by a simple majority (more than half) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas:
* Nomination
* Preparation of Ballot
* Elections
* Absentee Ballots
* Procedures after First Round Ballots
1. PARENT MEMBERS: Annual elections shall be conducted each May by the school’s largest parent-teacher organization for the purpose of electing two parent council members. The president of the organization shall notify the principal in writing of the two parents elected within 24 hours of the final vote. Any parent, step parent, foster parent, or legal guardian, if child lives with the guardian, shall have the opportunity to vote. The process that the organization may use to elect their parent representatives should address the following areas:
* Nomination
* Preparation of Ballot
* Elections
* Absentee Ballots
* Procedures after First Round Ballots
1. TERM LIMITS: No term limits shall be imposed on school council members who are nominated and elected to consecutive one-year terms.
2. **REMOVAL OF MEMBERS**
3. According to KSR 156.132, the chief state school officer may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.
4. A member of a school council may be removed from the council for cause, after an opportunity for hearing before the local board, by a vote of 4/5 of the membership of the board of education after recommendation of the chief state school officer pursuant to KSR 156.132. Written notices setting out the charges of removal shall be spread on the minutes of board and given to the member of the school council, KSR 160.347.
5. **FILLING VACANCIES**

If a member of the council resigns or is removed from office, another member shall be elected in a special election following the guidelines set forth in these by-laws for the election of council members. The procedure for filling the vacancy will begin at the council meeting where the vacancy becomes known. The date of the election will be set within twenty days of that council meeting with the vacancy being filled within thirty days.

1. **TERMS OF OFFICE**

The terms of parent and teacher members shall begin on July 1 and end on June 30. Between the date of elections and July 1, members-elect are expected to attend all council meetings.

**ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS**

1. **ELECTION OF OFFICERS**
* Officers shall include Chair, Vice Chair, and Secretary.
* The Vice Chair of the school council shall be elected each July by a majority of council members and shall serve for one year. Re-election is permitted.
* Except for the office of Secretary, if a Vice Chair resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.
1. **CHAIR**
* The principal shall be the chairperson of the school council. Duties of the chair include:
1. Conducting school council meetings
2. Compiling and distributing the agenda for council meetings
3. Serving as official custodian of council records
4. Stating when a consensus is present for the record
5. Chair may have option to designate a facilitator
6. Other duties as described in these by-laws
7. **VICE CHAIR**
* Duties of the vice chair shall include:
1. Presiding over council meetings in the absence of the chair
2. Calling a special meeting of the council in the event a principal vacancy occurs
3. Conducting meetings necessary for the principal hiring process to take place
4. **SECRETARY**

A council secretary shall be appointed by the principal to keep minutes of all council meetings and to maintain council records.

1. **COUNCIL MEMBERS**
* Duties of council members include:
1. Knowing and adhering to the mission, philosophy, and goals of Leslie County High School
2. Attending all council meetings, both regular and special
3. Encouraging and requesting opinions from their constituencies
4. Supporting, promoting, and communicating council decisions
5. Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council.

**ARTICLE V. COMMITEES**

1. **PURPOSE**

The use of committees to accomplish tasks of the council is essential. Standing and hoc committees shall serve as a council resource for gathering of information and data and making recommendations to the school council.

1. **APPOINTMENT OF COMMITTEES**

Standing and ad hoc committees are formed and dissolved by the school council as needed.

1. **MEMBERSHIP AND ELECTION OF CHAIR**
2. Committee membership is open to interested persons from the school’s faculty, support staff, parents and students.
3. All certified staff may participate in the shared decision making process by serving on committees in their areas of interest.
4. Committees shall elect a chairperson from their membership who shall serve no longer than one year beginning September 1 of each year.
5. **DECISION MAKING**

Committee decisions shall be made by consensus. In the event that consensus is not possible, a majority of the committee may decide that an issue shall be decided by majority vote.

1. **DUTIES**
2. Committees shall carry out tasks assigned to them by the school council.
3. Committees may decide to bring issues of concern or interest to the school council.
4. **MEETINGS**
5. Each committee shall choose the time, place, agenda and schedule for their meetings.
6. Committees must comply with all provisions of the Open Meetings and Open Records law.
7. **STANDING COMMITTEES**
8. Standing committees for Leslie County High School shall include: Curriculum, Budget, Governance, Personal Development, Assessment, and Planning
9. Continued need for standing committees will be reviewed and confirmed by the school council at a regularly scheduled meeting.
10. A list of standing committees, a brief description of their purpose, and a list of each committee’s membership shall be contained in Appendix A of this document.

**ARTICLE VI. SCHEDULE OF MEETINGS**

1. **REGULAR MEETINGS**
2. The regular monthly meeting of the Leslie County High School Council shall be the third Thursday of every month. Council meetings shall be open to the public. Meetings will begin at 4:30 p.m. Meetings shall not exceed 90 minutes. If all items on the agenda have not been adequately discussed after 90 minutes, the council may decide by motion, second and majority vote to extend the length of the meeting or to place the remaining agenda items on the next month’s agenda or on the agenda for a special meeting.
3. The regular monthly meetings will be held at the Leslie County High School Library or area designated by the principal.
4. The principal shall provide local news media of the council’s regular meeting schedule for the year in September, and provide notification of the council’s meeting time and agenda at least one week in advance of each regular meeting.
5. The principal or designee shall announce the meeting to parents by local news media or other special informative technique. The notice shall include time and place of meeting.
6. The principal shall notify teacher within 24 hours of each council meeting during the morning announcement on the school PA system, to include time and place.
7. **SPECIAL MEETINGS**
* If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority of the school council members may call a special meeting. The chairperson or designee must complete the following steps when a special meeting is called:
1. The chairperson or designee will prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for each meeting. Only the items on the agenda may be discussed.
2. The chairperson or designee will arrange for the notice to be delivered to each council member and to any media organization that has requested notice of council meeting. The delivery may be by hand, phone, facsimile, email or regular mail, but the notice must be received at least 24 hours prior to the time of the meeting.
3. The notice for the special meeting will be posted on the bulletin board in the office or printed in the daily memorandum at least 24 hours in advance of the meeting.

**ARTICLE VII. CONDUCT OF MEETINGS**

1. **QUORUM**

A quorum of the school council shall be a majority (more than one-half) of the council members. No council business shall be discussed of conducted unless a quorum of council members is present.

1. **ATTENDACE AT MEETINGS**

Council meetings are open to the public and all interested persons can attend (as required by KSR 160.345) except for those portions that are conducted as close session.

1. **CLOSED SESSIONS**

A closed session is a portion of a regular or special meeting of the council during which the council members meet in private. The council may meet in closed session for the following reasons:

* To discuss proposed or pending litigation by or against a council member (KSR 61.810(1)(c); or
* To discuss candidates for a principal vacancy or conduct consultation in filing other vacancies (KSR 61.801(1) (f).
* Before a closed session can be conducted, the following steps must be taken:
1. An announcement of the general nature of the subject to be discussed and the specific section of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in council minutes.
2. The motion to go into closed session must be made, passed by a majority of council members present, and recorded in council minutes.
3. During the closed session, only the business stated in the announcement can be discussed, and no action may be taken. No minutes are to be taken in closed session. If the council secretary is not a council member, the secretary shall not enter the closed session.
4. After full discussion of the issue in closed session, the council must return to open session where it may take any official action on the matter. Any actions taken must be recorded in council minutes.
5. **MATERIALS PRESENT AT COUNCIL MEETINGS**

The Chairperson shall bring to the meeting items submitted for inclusion on the agenda or a printed agenda, all correspondence addressed to the council that he/she may have received, and a copy of current by-laws and policies.

1. **AGENDA**
2. Anyone may submit items for inclusion on the agenda to the chairperson/principal in writing by the Monday prior to a regularly scheduled council meeting.
3. The chairperson shall prepare a preliminary agenda for each regular council meeting, including items submitted in writing for inclusion by the public, staff, parents, other council members and other items he or she believes should be on the agenda.
4. Council members may introduce issues to be added to the agenda during the first order of business of a regular council meeting.
5. Setting official agenda shall be the first order or business conducted at each regular council meeting and council members may introduce issues for inclusion on the current agenda at that time. Motion and vote of the council shall approve the agenda. At a special called meeting, only the items listed on the notice of meeting can be discussed and no new items can be introduced for discussion or inclusion on the agenda.
6. **DISCUSSION OF AGENDA ITEMS**
7. Each agenda item shall be discussed by the school council before a decision is made. Each council member shall be given an opportunity to express his or her opinion on the item.
8. Other persons attending the meeting may be recognized by the chairperson and may address the council as the chair calls upon them to speak. If a significant number of persons wish to contribute to the discussion on a particular item, the chair may set limits on the number of persons who will speak on the issue and a time limit for each.
9. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the council.
10. **DECISION MAKING PROCESS**
11. Unless otherwise specified by these by-laws, the school council will use Parliamentary procedure.
12. All business and decisions of the school council will relate to the school’s mission and purpose to improve the instructional program, create an environment to enhance student achievement in the school (as required by KRS 160.345) and/or further the goals in the school plan.
13. No proposed policy may be approved by the school council at the same meeting which it was proposed for study.
14. All decisions and policies officially adopted by Leslie County High School will be reported to the board of education and superintendent through submission of approved council minutes.
15. The School council will make decision by consensus except as otherwise designated in the by-laws using the following guidelines:
* A motion and a second are made.
* After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.
* The Chair will ask whether any member disagrees with that statement.
* If all members agree, the decision will be recorded as a unanimous decision in the council minutes.
* If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails.
1. **ALTERNATIVE TO CONSENSUS**

When a suggestion of consensus on a third reading fails, the council may by majority vote determine to:

* Vote to send an issue back to a committee.
* Form an ad hoc committee to study the issue further (the motion on this vote will include a regular meeting date when the council will hear from the committee) or
* Decide on the issue by majority vote of the council
1. **CRITERIA FOR MAJORITY VOTE**

A majority vote of the council shall be taken after consensus fails three times if the issue meets the following criteria:

* The issue involves the selection of a new principal: the council shall vote and the candidate receiving the majority shall be selected.
* The issue involves the number of persons to be employed in each job classification, the textbooks to be purchased, or the budget for or purchase of student support services.
* The issue is whether to continue to meet for longer than 90 minutes.
* The federal or state government or the district board of education has set a deadline by which the school council must make a final decision and that deadline will occur before the next regular council meeting; and
* The members of the council cannot agree by consensus to decide the issue at a special meeting and a majority of the council members wish to decide the issue by a majority vote.

When the above exceptions do not apply and consensus cannot be reached, the issue may be placed on the agenda for the next regular meeting or special meeting and the decision may be made at the meeting by majority vote of the council.

* When voting, any abstention is counted with the majority vote.

**ATRICLE VIII. MINUTES AND OTHER COUNCIL RECORDS**

1. **MINUTES KEPT AND APPROVED**
2. Minutes shall be kept for each meeting of the school council.
3. 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 suggestion of consensus, and the majority vote or unanimous support.
4. 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 in the guidance office for public inspection and filed in the council’s policy manual.
5. The council will review the minutes of each meeting at the next meeting, making amendments and officially approving them.
6. A copy of minutes shall be made available to any interested person
7. **COUNCIL RECORD AVAILIBLE FOR PUBLIC INSPECTION**

The following are official documents that must be kept on file for public inspection by the principal and in the media center:

* School Council Minutes
* Expanded School Report Card
* School Council Policies and By-Laws
* School Council and Committee Membership Lists
1. **REQUESTS FOR COUNCIL RECORDS**
2. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
3. The fee for copying of council records or documents shall be the actual cost per copy.
4. The requested records must be provided to the person making the request within three (3) business days.
5. The school council secretary or principal’s designee shall make or provide copies of requested document at the principal or chairperson’s request.
6. School council records will be available for inspection during regular school hours.
7. The custodian of records for the school shall be the principal, and the principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regard to open records request not covered in this policy.

**ATRICLE IX. APPEALS**

1. **REQUEST**

For a person(s) to appeal a decision of the council or file a grievance, he/she must first request in writing an opportunity to be heard and shall include information about the grievance issue.

1. **SCHEDULE**

A council shall schedule a hearing within thirty (30) working days from the date the request is received. The person appealing shall be informed of the hearing by registered letter.

1. **HEARING**

The person appealing may be represented by legal counsel and may call witnesses as long as the testimony is germane to the issue.

1. **DECISION**

The council shall consider the merits of the complaint, make a decision, and respond in writing. If the resolution is unsatisfactory to the complainant, the decision of the council may be appealed pursuant to board policy.

1. **REPORT**

A copy of the written grievance or appeal, and a written reply by the council shall be provided to the superintendent within ten (10) working days of the council’s decision.

**ARTICLE X. AMMENDMENTS**

These by-laws may be amended after a first and second reading at two consecutive council meetings by majority vote of the school council.

**APPENDIX A**

1. **STANDING COMMITTEES**
* Curriculum (PLC Leader Group)
* Budget
* Governance (Administration Team)
* Assessment
* Planning

The duties of standing committees will address but not be limited to the following areas:

1. Determination of curriculum, including needs assessment and curriculum development.
2. Assignment of all instructional and non-instructional staff time.
3. Assignment of students to classes and programs within the school.
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board.
5. Determination of use of school space during the school day.
6. Planning and resolution of issues regarding instructional practices.
7. Selection and implementation of discipline and classroom management techniques as a part of comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor and principal.
8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirement, program evaluation and supervision; and
9. Procedures, consistent with local school board policy, for determining alignment with state standards, technology utilization, and program appraisal.

Adopted: 5-19-2011

Chairperson:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_