

SITE-BASED MANAGEMENT BYLAWS

Revised 11/24/08 (1st Reading)

02/23/09 (2nd Reading)

MISSION STATEMENT

We believe site-based decision making will help facilitate true teamwork, reflecting overall student improvement, raising student and teacher morale, and creating strong school and community relations. Site-based decision making will promote an atmosphere of equal worth for all school staff, the students, the parents, and the community.

VISION STATEMENT

The faculty, staff, administration, and site-based decision making council of Pikeville High School want our school to remain a high performing school that constantly strives to improve in all aspects of student performance (which include academic, extracurricular, social, physical, and mental tasks) in a positive learning environment which instills in its students a desire to attend, participate in, enjoy, and excel in school activities. (Second Reading 05/01/08)

BYLAWS

1. PURPOSE

To provide the council with a set of rules under which to function.

2. MEETINGS

a. Regular Meetings

- (1) The council shall have a designated meeting room in the Office Conference Room.
- (2) The meetings shall be held on a regular basis on the fourth Monday of each month at ~~5:30 pm~~, 4:15pm ET.
- (3) Council meetings shall be open to the public and must comply with the requirements of the open meetings laws. (KRS 61.805-61.850)
- (4) The length of each meeting will depend upon the prepared agenda, not to exceed two hours.

b. Special Meetings

- (1) A special meeting of the council may be called by the chairman or a majority of members of the council. (KRS 61.823)
- (2) Any special meeting of the council must comply with the requirements of the open meetings laws. (KRS 61.823)

3. AGENDA

- a. An agenda for each meeting shall be prepared in advance of each meeting.
- b. The agenda will be prepared by the secretary in consultation with the Chairperson and will be distributed publicly prior to each meeting.
- c. For an item to be added to the agenda, it should be turned into the council secretary by the third Monday of each month. Any item submitted after the third Monday will be the Principal's discretion as to whether it gets onto the agenda for that current meeting.

4. MEMBERSHIP

The School Council shall consist of the principal, three teachers, and two parents. See policies on the election of teachers and parents.

a. Terms of Council Members

- (1) Terms of council members shall be for one (1) year and shall begin July 1 and end on June 30 of the following year.
- (2) Annual elections for the following year's term shall be during the preceding April on a date set by the Principal.

5. COUNCIL OFFICERS

a. Chairperson

The building Principal shall serve as the chairperson of the council. The chairperson is responsible for the conduct of all meetings of the council.

b. Vice Chairperson

- (1) The vice chairperson shall be elected from within the council membership. The vice chairperson shall act as chairperson in the absence of the chairperson.
- (2) The vice chairperson shall be elected by a majority vote of the council at the first council meeting of the term.

c. Secretary

- (1) The chairperson shall appoint a secretary.
- (2) The duties of the secretary shall be to prepare an agenda

For all meetings; give public notice of all meetings; record the yeas and nays on all votes; keep the minutes of the meetings; prepare and distribute the minutes of all meetings; and serve as correspondent between the council and all other individuals, groups, or agencies.

6. RECORD KEEPING

a. Permanent Records

The council secretary shall compile minutes in a notebook for each school year to be kept on permanent file in the Pikeville High School office.

b. Temporary Records

A copy of the minutes of the most recent meeting will be posted outside the school office. A copy of the minutes will also be e-mailed to each faculty member.

7. SUBCOMMITTEES

- a. Use of subcommittees to accomplish tasks of the council is encouraged. The council chairperson shall allocate a period of time at each meeting for reports of subcommittee activities. Subcommittees shall involve as many people as possible.

b. Subcommittee Structure and Process

(1) Standing Committees

Each of the following committees shall be a standing committee with membership open to all faculty, all parents, all members of the community, and other interested parties.

- (a) Academic Performance (Curriculum)
- (b) Learning Environment (Attendance/Discipline, Extra-Co. Curricular, School Climate)
- (c) Efficiency (Administrative, Budget)

(2) Other Standing Committees

The Council as needed in accordance to KRS 160.345 may create other Standing Committees.

(3) Ad Hoc Committees may be created by the Council for special purposes.

(4) Membership

All interested parties shall have the opportunity to sign up for membership in any committee during the first school month. After second meeting, each committee will submit a voting members list to the council. Council has a right to add voting members as deemed necessary.

- (a) A faculty member may serve on any or all committees.
- (b) Any parent who has a child enrolled in the school may serve on any or all committees.
- (c) classified staff
- (d) community members
- (e) Interested person(s)

(5) Election of Chairpersons

- (a) At the beginning of each school year, the committees will meet and elect their respective chairpersons. All eligible members present at the meeting will have a vote.
- (b) A faculty representative or a parent representative to the site-based council shall not serve as chairperson of a standing committee.
- (c) No faculty member or parent may serve as chairperson of more than one committee, except when there is no other eligible person to serve.

6. Meetings

- (a) The committees shall establish a scheduled meeting time at the beginning of each year.
- (b) The committees shall meet at the call of the chairperson or at the call of any three (3) members of the committee.
- (c) All committee meetings must be posted to the public and open to the public and must adhere to KRS 61.805-61.950.

7. Process

- (a) When a proposal is originated by the Council or by an individual, or group outside the committee structure, the Council may assign the proposal to a standing committee for consideration. The process will then be the same as with a proposal originating in one of the standing committees.
- (b) When a standing committee recommends a proposal to the council, by a majority of votes, the proposal is given its first reading; at a subsequent meeting, the proposed policy is given a second reading, at which time it may be acted upon.

8. DECISION MAKING

a. Quorum

A majority of the eligible members of the council shall constitute a quorum.

b. Motions

- (1) A motion must receive a majority vote of the eligible members of the council present for passage.
- (2) A policy may not be voted upon at the first meeting of its introduction.

c. 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 according to KRS 160.345 in the outcome of any issue before the council must abstain from any discussion of the issue or from any votes taken on the issue.

9. COMMUNICATIONS

a. Open Communications

- (1) There shall be open communication between the school council, the largest parent-teacher organization, faculty, and the Community.
- (2) All minutes of school council meetings will be made public and available to members of the largest parent-teacher organization as well as to the faculty.
- (3) Suggestions or concerns may be voiced to council members, called into the office, or e-mailed to the principal.

b. Council Information

Each group comprising of the educational community (principal, teachers, other professional staff, parents, school support staff, students, etc.) shall be regularly informed about council tasks and given a chance to offer perceptions and ideas.

10. AMENDMENTS

The Council may amend these bylaws as needed.

- a. When an amendment change is recommended to the council, by a majority of votes, the amendment is given its first reading; at a subsequent meeting, the amendment change is given a second reading, at which time it may be acted upon.

b. Majority Requirement

A positive vote of five members of the council is required for the adoption of any amendment.