

## **ECC BYLAWS**

### **ARTICLE I. MISSION AND THEORY OF ACTION**

The mission of the Equity Council Committee is to monitor and analyze equity issues, advise the Fayette County Board of Education and advocate success for ALL students.

#### **Theory of Action**

If we advocate for equity, diversity, and inclusion for all children and staff, then the measured outcome of success will be equality for ALL.

### **ARTICLE II. PURPOSE**

The Equity Council Committee (ECC) will review, monitor, and assess policies, practices, and programs, as they relate to equity, in the Fayette County Public Schools. The ECC shall make recommendations to the Fayette County Board of Education regarding:

- policies, practices, and programs, consistent with federal, state and local laws that will enhance student success and assure that all students meet the equity goals established by the Fayette County Board of Education.
- provide recommendations through an equity lens regarding learning culture and environment; standards, curriculum, and assessments that are culturally relevant and inclusive to the learning needs of all students and staff.
- recommend strategies for removing barriers that may inhibit any student from learning or any teacher from teaching.

We accept this responsibility and commit to full collaboration with the Fayette County Board of Education and the community in accomplishing the equity goals as stated in the District Comprehensive Plan, the Blueprint for Student Success: Achieving Educational Equity and Excellence for All, and the District Strategic Plan.

### **ARTICLE III. GUIDING PRINCIPLES**

The ECC fully supports the district's effort and commitment to provide the means for every child to reach his or her maximum potential and to ensure that every child succeeds.

### **ARTICLE IV. MEMBERSHIP**

#### **A. COMPOSITION**

This committee shall reflect diversity. Membership shall comprise both elected community-based and appointed community-based representatives for fostering multi-cultural, ethnic, and professional diversity. Community-based Constituent groups are to strive for diversity in their appointment and election processes.

The ECC shall consist of eleven (11) community-based members. Five of the eleven community-based members are to be appointed by each respective district member of the Fayette County Board of Education; the remaining six (6) community-based members are to be elected by a majority of the ECC (for this purpose, a quorum shall be defined as at least six (6) members of the ECC. All community-

based members, whether elected or appointed, shall have expressed an interest and a commitment to serve, and have a proven history for making a contribution to human rights and equal opportunities, and/or educational equity. (\*See Footnotes)

A community-based member should be one who has demonstrated a commitment or contribution to human rights, equal opportunities, and/or educational equity. Upon request, the District Liaison to the ECC will make the list available to the ECC and Fayette County Board of Education when it is necessary to fill a vacancy on the ECC. The District Liaison to the ECC shall also maintain an updated list of current community-based members with sufficient information to allow the Fayette County Board of Education and the ECC to assess areas of need on the Council. The District Liaison to the ECC shall solicit new applicants for appointment and election on an on-going basis.

No actively employed Fayette County Public Schools (FCPS) employee(s), FCPS paraprofessional(s), FCPS substitute(s), or FCPS employee(s) currently on Board-approved leave, nor the relative of any such employee(s) listed above shall serve as a voting member of the Equity Council Committee. Further, no one may serve on the Equity Council Committee who has a conflict of interest as defined by KRS Chapter 45A. The term “relative,” as used herein, is defined by FCPS Policies 03.11 and 03.21 and includes “father, mother, brother, sister, spouse, son, daughter, aunt, uncle, son-in-law, and daughter-in-law (including subcategories of in-law, half and step relatives).”

This provision does not apply to any collaborative work of the ECC via ECC subcommittees. (See “ECC Committee Policy”)

## **B. REQUIREMENTS, SOURCE OF APPOINTMENTS FOR MEMBERSHIP**

### **Appointments of Equity Council Committee Community-Based Members:**

1. Each respective district member of the Fayette County Board of Education shall appoint one member to the ECC by the regular meeting in December of even numbered years, or within 30 days as a vacancy occurs. Appointments shall be made in consideration of the existing diversity of the community and the diversity makeup of the ECC. Members shall be permitted to serve their complete terms of office even if the Fayette County Board of Education member who appointed them leaves office.
2. Membership is not transferable, and resignations shall be by written notice to the chairperson. The chairperson shall have the vice-chair facilitate the meeting(s) in her/his absence at all meetings.

### **Election of Equity Council Committee Community-Based Members**

1. ECC Community-Based Members shall be elected by the sitting members of the ECC.
2. Within the 1<sup>st</sup> week of October of each odd numbered year, the Office of Equity, School Support,

and Community Engagement shall arrange for an advertisement to appear in Lexington's largest circular/newspaper, on the FCPS website/homepage, and periodically on the FCPS public educational television channel, along with other social media outlets as deemed appropriate as a community outreach initiative:

- The advertisement shall fully describe the application process, Including, but not limited to a description of the ECC, as a standing committee to the Fayette County Board of Education.
- Funds shall be sufficiently budgeted annually by the District Liaison to the ECC and supported by the Superintendent to support this initiative.
- Elections shall take place at the regular meeting in December of each odd numbered year.
- The District Liaison to the ECC shall maintain an independent on-going list of individuals and organizations who have expressed an interest in an individual member serving on the ECC.
- The ECC Chair, at the regular meeting in November of each odd numbered year, shall announce to the ECC and to the community, the date in December that membership elections shall be held.

3. At the October meeting, members of the ECC will be afforded an opportunity to nominate an individual from an organization and/or an individual who have acknowledged an interest to serve on the ECC at this same meeting. The ECC Chair or designee will contact nominated organizations and/or individuals.

#### **C. Terms of Office**

1. Terms of each community-based member shall be two (2) year re-electable terms.. Therefore, any community-based member may be re-elected (or re-appointed) provided they continue to be eligible to represent the constituency/community.
2. Community-based members can serve ~~serve four (4) two year terms for a maximum total of eight (8)~~ consecutive years. Once a member has reached this limit, they are required a minimum consecutive two-year service break before seeking re-election.

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#### **ARTICLE V. COMMUNITY-BASED MEMBERSHIP SELECTION/ELECTION PROCESS**

1. Individuals nominated from organizations or individuals nominated from the community at- large, including sitting members of the ECC seeking reelection must fully complete an application and attach a resume and additional information about oneself and/or its organization.
2. An applicant should clearly articulate how his/her participation as a future sitting member will advance and support equity, diversity, and inclusion in the Fayette County Public Schools.
3. The application, resume, and additional supporting documents shall not exceed a total of five (5)

pages. All completed applications must be received in the Office of Equity, School Support, and Community Engagement no later than the close of business (5:30 PM, EST), the last business day of the month of October. Incomplete (more than 5 pages) or late applications will not be considered or presented to the ECC.

4. In the event there are more candidates than open positions in an open planning meeting, the list shall be narrowed to 6 candidates.

#### **Voting Process**

- a. The District Liaison to the ECC will report to the ECC at its regular meeting in November the names and complete applications of all applicants.
- b. At the regular meeting in December of odd numbered years, the Office of Equity, School Support, and Community Engagement shall prepare a list of applicants for the election of six (6) newly elected ECC members:
  - i. All sitting ECC members shall nominate an applicant for consideration during the timeline established in Article IV., (B).
  - ii. All sitting ECC members seeking reelection shall follow the guidelines as detailed in Article IV., (B). Therefore, nominations from the floor are strictly prohibited.
  - iii. Once a nomination is seconded, the voting members shall vote in favor or opposition to the approval of the nominated applicant to be a member of the ECC.
  - iv. This vote shall be a roll call vote.
  - v. All sitting members shall vote.
  - vi. The ECC Secretary shall record the results of the roll call vote for each nominated applicant.
  - vii. After positions have been filled the election shall end.
  - viii. The results of the election shall become a part of the minutes.
  - ix. If the ECC Secretary is an applicant, the ECC Chair shall appoint a designee to record the results of the roll call votes.
- x. If sitting ECC members are also applicants, they may vote for themselves if they are a nominated applicant. Recusal of voting for oneself is not mandated. In the event of a tie vote on the nomination of an applicant, the nomination fails for a lack of majority.
  - i. Eligible sitting ECC members (See Article IV.) seeking reappointment or election must complete the process per Article V.
  - ii. The ECC Secretary shall record the results during this meeting.

**D. REMOVAL OF MEMBERS**

A member of the ECC may be removed from the ECC for cause, after an opportunity for hearing before the Fayette County Board of Education, by a vote of three members of the Fayette County Board of Education. The ECC may, by majority vote, remove a member who has three absences within a calendar year.

**E. FILLING VACANCIES**

1. If a member of the ECC resigns or is removed from office, that vacancy shall be replaced by appointment within 30 days from the time of the vacancy or a special election shall take place by the ECC within two (2) months of the vacancy from the applicants' list maintained in the Office of Equity, School Support, and Community Engagement
2. If no applications are available to choose from, then the ECC shall accept nominations during the two (2) month period. The ECC Chair shall submit an individual name from the nominations received to the ECC for a Special Election.

**ARTICLE VI. OFFICERS**

**A. EQUITY COUNCIL COMMITTEE OFFICERS**

1. Officers shall include Chair, Vice Chair, and Secretary.
  - a. At the final meeting in December (regular or special called), the District Liaison to the ECC shall announce that elections will be held at the first meeting in January (either regular or special called) to elect the three ECC Officers.
  - b. Written nominations for officers may be submitted to the Office of Equity, School Support, and Community Engagement no later than three (3) weeks prior to the regular meeting in January.
  - c. ECC members who have been nominated and have acknowledged their willingness to serve shall prepare a brief biographical sketch of no more than 500 words to be submitted to the District Liaison to the ECC no later than two (2) weeks prior to the January meeting. These biographical sketches shall be distributed by the Office of Equity, School Support, and Community Engagement to all ECC members at least one (1) week prior to the January meeting to allow all members sufficient time for review.
  - d. The District Liaison to the ECC shall announce the nominees who have accepted their nomination at the start of the first meeting in January. Additional nominations for each officer position may be made from the floor at this time. After nominations are closed, the Office of

Equity, School Support, and Community Engagement shall prepare a list of nominees for each officer position.

- e. At the January (regular or special called) meeting, the voting members of the ECC shall elect officers. This process shall follow the voting guidelines detailed in Article V. For each position, a voting member may make a nomination for an ECC voting member to serve as an officer. Once the nomination receives a second, the ECC voting members shall take a roll call vote from the ECC Secretary in favor or opposition of the nomination. This shall continue until an individual receives a majority vote in support of the nomination.
  - i. The position of ECC Chair will serve a one-year term, and shall be the first officer position elected.
  - ii. The ECC Secretary shall record the roll call vote during the meeting. The results of the election shall become a part of the minutes.
2. After the ECC Chair is elected, members of the ECC shall elect an ECC Vice Chair who will serve a one-year term. The ECC Secretary shall record the roll call vote during the meeting. The results of the election shall become a part of the minutes. The ECC Vice Chair may be reelected for additional one-year terms. A member who has been reelected to the ECC under the provisions of Article IV of these bylaws, shall be eligible for election as ECC Vice Chair.
3. After the ECC Vice Chair is elected, members of the ECC shall elect a Secretary who will serve a one-year term. The ECC Secretary shall record the roll call vote during the meeting. The results of the election shall become a part of the minutes. The Secretary may be reelected for additional one-year terms. A member who has been reelected to the Council under the provisions of Article IV of these bylaws, shall be eligible for election as Secretary.
4. The Superintendent's office shall provide the ECC with assistance by appointing a District Liaison to the ECC. The District Liaison to the ECC shall provide feedback/closure to all action items brought to the ECC, provide regular addendums which lists the action taken on all motions or discussion presented at the previous meeting, provide assistance to all ECC members on subcommittee items and act as a district resource to facilitate meeting the needs of the members on issues, work with the Superintendent's office to coordinate joint board and regular meeting dates and provide on-going reports on district items and initiatives relative to equity and student achievement within the district. This person shall serve as the primary referral source to support and facilitate the concerns of the council members.
5. The Superintendent's office shall provide the ECC with additional secretarial assistance through the Office of Equity, School Support, and Community Engagement. This person shall be responsible for the publication of ECC minutes and provide other clerical supportive duties as requested by the Chair, directed by the District Liaison to the ECC, and as contained in these

bylaws.

**B. EQUITY COUNCIL COMMITTEE CHAIR**

Duties of the Chair include: Conducting ECC meetings; attending regular, special called, and planning meetings of the Fayette County Board of Education; compiling and distributing the agenda for ECC meetings; approving the meeting minutes prior to distribution; stating for the record the result of actions/decisions taken by the ECC; coordinating standing committees and ad hoc committees; providing responses to citizens during the communication and public participation, production and participation in drafting and presenting an Annual Report of the Equity Outcomes and carrying out any additional responsibilities as stated in these bylaws.

**C. EQUITY COUNCIL COMMITTEE VICE CHAIR**

Duties of the Vice Chair shall include: Presiding over ECC meetings in the absence of the Chair, calling a special meeting of the ECC in the event a Chair vacancy occurs, and carrying out any additional responsibilities as stated in these bylaws.

**D. EQUITY COUNCIL COMMITTEE SECRETARY**

Duties of the ECC Secretary shall include: coordinating with the District Liaison to the ECC to call the monthly roll and review minutes of all ECC meetings, count votes as may be necessary during ECC elections, serving as parliamentarian during ECC meetings and carrying out any additional responsibilities as stated in these bylaws.

**E. EQUITY COUNCIL COMMITTEE MEMBERS**

Duties of Council members include: Knowing and adhering to the mission, belief statements, and purposes of the ECC; attending all ECC meetings, regular, committee and special; encouraging and requesting opinions from their constituencies; supporting, promoting, and communicating ECC decisions and seeking information independently and as needed about issues brought before the ECC; and bringing that information to the ECC. Members should notify the Equity Chair and the District Liaison to the ECC in advance if they are unable to attend.

## ARTICLE VII. SCHEDULE OF MEETINGS

### **A. REGULAR MEETINGS**

1. The regular monthly meeting date, time, and location of the ECC shall be determined at the first annual meeting of a quorum of the body. (The first Tuesday of each month, 6:00 PM EST, Conference Room C, It's About Kids Support Services, 701 East Main Street, Lexington, Kentucky 40502 is the recommended date, time, and location of each public meeting).
2. All standing and/or ad hoc ECC committees are subject to Open Meetings laws. Meetings shall be held in a publicly accessible location, with appropriate notification of meeting date and time. In the event a special meeting (not set on an annual calendar) is called, not only must the notifications take place, but a set agenda must be publicized where no business other than what is on that agenda may be discussed. Notification process for Special Meetings is explained in Article VII.B.1.
3. The District Liaison to the ECC shall provide local news media with the ECC's regular meeting schedule for the year in January and provide notification of the ECC's meeting time and agenda at least one week in advance of each regular meeting.
4. The ECC shall comply with all provisions of the Open Meetings and Open Records laws (KRS Chapter 61).

#### **\*Public Comment:**

Members of the public may address the ECC during the period set aside by the ECC without submitting an item for the agenda. No action shall be taken during this portion of the meeting on issues raised by employees or the public unless deemed an emergency by the ECC.

Please note: Speakers will not be allowed to make any disparaging or ~~disrespectful~~ remarks about individuals or employees of the District. Critical comments or complaints are processed through the District's complaint procedures, which afford the individuals to whom comments, or complaints are directed, the opportunity for response and due process.

#### **a. There is one opportunity for the public to address the ECC:**

At the beginning of the meeting, members of the public who have signed up prior to the meeting are invited to address the ECC on any topic of District-related concern. It is important to know that this is not intended to be a time where issues will be debated. The ECC will take the public's input into consideration and properly redirect the input via the District Liaison to the ECC.

~~The ECC Chair will decide the amount of time for each speaker, based on a variety of factors, including the number of speakers and the length of the meeting.~~

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**Fayette County Board of Education**

**Public Comment Card**

- ☐ I wish to address the ECC about an item that was either presented to or appeared on the Fayette County Board of Education Agenda: \_\_\_\_\_  
Agenda Item #: \_\_\_\_\_  
Agenda Topic/Title: \_\_\_\_\_
- ☐ I wish to speak to the ECC about an item of concern that I wish the ECC to research and determine to be a District-wide inequity/disparity:

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Name: \_\_\_\_\_ Submission Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Correspondence Address: \_\_\_\_\_

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**B. SPECIAL MEETINGS**

1. If the ECC needs to meet between regular meetings, or if the regular meeting is rescheduled, the ECC Chair or a majority of the ECC members may call a special meeting. The following steps must be completed by the ECC Chair when a special meeting is called:
  - a. Written Notice: The ECC Chair shall 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.
  - b. Delivery of Notice: The Chair, in collaboration with the District Liaison to the ECC, shall arrange for the notice to be delivered and received to each ECC member at least 48 hours prior to the time of the meeting and to any media organization that has requested notice of ECC meetings at least 24 hours prior to the time of the meeting. The delivery can be by hand, FAX machine, Email, or mail.
  - c. The ECC shall comply with all provisions of the Open Meetings and Open Records laws (KRS Chapter 61).

## **ARTICLE VIII. CONDUCT OF MEETINGS**

### **A. QUORUM**

A quorum of the ECC shall be a majority (more than one-half) of the ECC members. No ECC business shall be conducted unless a quorum of ECC members is present as detailed in Article VII, Section B (1).

### **B. ATTENDANCE AT MEETINGS**

All ECC meetings are open to the public and all interested persons can attend, except for those portions that are conducted in closed session.

### **C. AGENDA**

1. Anyone may submit items for inclusion on the agenda to the Chair, in writing, no later than five working days prior to a meeting. The Chair shall not accept items related to pending litigation with the Fayette County Board of Education or individual personnel matters.
2. The Chair, in consultation with the Superintendent, FCPS Board of Education Chair, and the District Liaison to the ECC, shall prepare a preliminary agenda for each regular ECC meeting, including items submitted in writing for inclusion by the public, staff, other ECC members and other items he or she believes should be on the agenda. The Chair may declare an item received as not within ECC authority. The District Liaison to the ECC shall provide members with a copy of the preliminary agenda at least one week prior to the meeting.
3. Each agenda may include but not be limited to the following items:
  - A. Setting of the final agenda for the current meeting.
  - B. Review and approval of previous meeting minutes.
  - C. An opportunity during the meeting for persons to address the ECC.
  - D. Full Acknowledgement and Review of Standards of Practice Agreement (Attachment S).
  - E. Committee Reports/Updates.
  - F. Other items submitted.
4. Setting of the agenda shall be conducted prior to each regular ECC meeting by the Superintendent, FCPS Board of Education Chair, ECC Chair, and the ECC Liaison at a standing meeting the last Tuesday of the month preceding the monthly ECC regular meeting.

**D. DISCUSSION OF AGENDA ITEMS**

1. The ECC shall discuss each agenda item before a decision is made. Each ECC member shall be given an opportunity to express his or her opinion on the item. If an item under discussion is inappropriate for some legal reason, the Chair shall immediately motion for the item to be tabled. Once the motion receives a second, the motion is not debatable and receives an immediate vote.
2. Other persons attending the meeting may be recognized by the Chair and may address the ECC 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 amount of time each person shall speak.
3. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the Council.

**ARTICLE IX. MINUTES AND OTHER COUNCIL RECORDS**

**A. MINUTES KEPT AND APPROVED**

1. Minutes shall be kept and maintained in the Office of Equity, School Support, and Community Engagement for each meeting of the ECC.
2. The minutes shall reflect an accurate record of actions and votes taken at an ECC meeting. Minutes shall show the words of the motion and the majority vote or unanimous support.
3. If the action taken was the recommendation of a policy, the entire text of the policy shall be attached to the copy of the minutes.
4. The minutes of the ECC shall not be official until they are reviewed and approved by the ECC.
5. A preliminary copy of the minutes for all ECC meetings will be provided to the members five days in advance of the next meeting.
6. The Equity Liaison will forward an official copy of the minutes to the Superintendent and Fayette County Board of Education.
7. Draft minutes shall be constructed by the District Liaison to the ECC and provided to the ECC Chair for initial review. Once the minutes are reviewed, they will be forwarded to members for approval at the next meeting.

## **B. EQUITY COUNCIL COMMITTEE RECORDS AVAILABLE FOR PUBLIC INSPECTION**

The following are official documents that must be kept on file for public inspection in the Superintendent's office: ECC Bylaws, ECC Policy, minutes, committee minutes, the District Comprehensive Improvement Plan, District Scorecard, Archived ECC Annual Scorecards, ECC and committee membership lists.

## **C. REQUESTS FOR COUNCIL RECORDS**

1. Requests for Council records must be made in writing to the official custodian of records (Superintendent's Office) for FCPS. Requests must include specific documents and dates.
2. Requested ECC records shall be provided in accordance with the Open Records Law.
3. The Superintendent's office shall make or provide copies of requested documents, consistent with the provisions of KRS 61.870, et. seq.

## **ARTICLE X. REQUESTS FOR PROPOSALS**

The ECC may deem it necessary after data-led research and development from time to time to recommend to the Fayette County Board of Education the need to secure services of an outside contractor to accomplish tasks consistent with the mission and purpose of the ECC. Any such Requests for Proposal shall be developed in concert with and have the approval of the Fayette County Board of Education and shall be consistent with the provisions of the Model Procurement Code, KRS Chapter 45A.

## **ARTICLE XI. ANNUAL REPORTING**

The ECC shall produce and present to the Fayette County Board of Education, in a joint retreat/meeting, an annual outcomes/activity and accomplishments to equity-related matters from the past year.

## **ARTICLE XII. COMMITTEES**

### **A. USE OF COMMITTEES**

Committees (Subcommittees) will be used to support and to accomplish tasks of the ECC.

### **B. COMMITTEES POLICY**

The ECC will adopt a committee policy to facilitate the participation and capacity building of interested stakeholders. As required by the Kentucky Open Meetings Act, the policy will include the number of committees, their jurisdiction, their composition, and the process for membership selection. (See Attachment C)

### **XIII. DECISION-MAKING**

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#### **A. QUORUM**

A majority (more than half) of the members will constitute a quorum. A quorum must be present for the ECC to meet and to take action.

#### **B. CONSENSUS**

1. The ECC will operate by consensus decision-making using the following procedures:
  - a. Only decisions that have an immediate deadline or will have very limited impact on the transformation of recommended district policies and practices will be made without a committee recommendation.
  - b. All ECC members who choose to do so will be given a chance for input on issues requiring a consensus decision.
  - c. If ECC inputs and discussions reveal significant concerns or ambiguities related to disparity issues, the ECC's normal practice will be to give or return the issue to a subcommittee for further research and development. Exceptions may be made for urgent timelines or pressing concerns.
2. After ECC input and discussion, any member may make a motion to accept a proposal. 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 will write down the motion, read it to the council, and hand the written motion to the secretary for inclusion in the minutes.
3. The chair will then ask if there is further discussion.
4. When that discussion is complete, the chair will test for consensus by asking if there is consensus for approval of the motion. Any member who is not willing to support the motion is obligated to say so at this time. Members who support the motion will indicate by word or another verbal or visual acknowledgement that they believe there is now a consensus.
5. If no member states unwillingness to support, the ECC Chair will direct the Secretary to record that consensus has been reached and the motion has passed.

### C. CONSENSUS FAILURE

1. ECC voting will be done only when the council must have a decision, consensus has failed, and the following condition exists:
  - a. When the council has failed to reach consensus at a second meeting for that purpose.
2. At the first meeting where an issue is discussed, if the chair tests for consensus but consensus is not reached, the ECC may postpone further consideration until the next meeting or continue to discuss the issue. 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, unless one of the conditions for voting applies.
3. If the council takes up an issue at a second meeting and is still unable to reach consensus, the council will consider alternative steps, including but not limited to:
  - a. Asking a committee to bring the ECC a new proposal on the issue.
  - b. Doing nothing and dropping the issue.
  - c. Voting.

### D. BYLAWS AMENDMENT

The ECC may amend these bylaws as needed. These bylaws may be amended after a first and second reading at two consecutive meetings by majority vote of the Fayette County Board of Education or through Executive Order of the Fayette County Board of Education as deemed necessary by majority vote at any public meeting.

All motions to amend the bylaws of the ECC will be submitted in writing. No decision on a motion to amend the bylaws will be made until after the topic has been on the agenda for two meetings and has had two readings.

#### **Board Adopted 10/25/04**

Revisions: 6/22/09

Revisions: 12/4/2012

Revisions: 3/24/2014

Revisions: March 1, 2017

Subsequent Reading: March 13, 2017

Revisions: November 7, 2017 (Regular Meeting: Adopted Comprehensive Changes except “composition” language under Article IV.

Revisions: November 14, 2017 (Special Called Meeting: Adopted Comprehensive Changes including language under Article IV. Option “B” to be added to comprehensive bylaws pending two favorable readings from FCPS BOE, 11/7 & 11/14, 2017)

Revisions: Approved and passed by majority vote of the FCPS BOE at the January 8, 2018 Planning Meeting

# **Equity Council Committee “Committee Policy” (Attachment C)**

## **A. PURPOSE**

1. Standing and ad hoc committees are established to gain input from all stakeholders.
2. Standing and ad hoc committees shall serve as an Equity Council Committee (ECC) resource for gathering data and information and making recommendations to the ECC and the Fayette County Board of Education.

### **Standing committee composition and membership selection**

All members of the ECC will serve on at least one standing committee. Each standing committee will seek capacity and representation to include additional community, school, and district subject matter experts (SMEs) to support the work of the committee. Committees will also make every effort to include at least one parent and to provide reasonable representation of the ethnic diversity of our community.

## **B. APPOINTMENT OF COMMITTEES**

1. Ad hoc committees are formed and dissolved by the ECC, or by the Chair with consent from a majority ECC, as needed.
2. Standing committees can be created or dissolved by the Chair with consent from a majority of the ECC, as needed.

## **C. STANDING COMMITTEES**

Standing committees for the ECC shall align with the goals and objectives established by the Fayette County Board of Education, the Comprehensive District Improvement Plan (CDIP), and the priority focus areas of the District Strategic Plan which currently are:

- **Excellent Student Opportunities:** Provide every student in every grade with rigorous curriculum, strong instruction, and aligned assessments in core subjects.
- **Excellent Staff:** Recruit, retain, equip, and develop every employee to serve students at high levels.
- **Excellent Schools:** Set and uphold high expectations for every student in every school.
- **Excellent Supports:** Provide efficient and effective central supports to every school.
- **Excellent Relationships:** Foster collaborative family, community, and industry partnerships.

#### **D. MEETINGS**

1. Each committee shall choose the time, place, agenda, and schedule for their meetings. This will be provided to the District Liaison to the ECC two weeks in advance to comply with the Open Meetings laws (KRS Chapter 61).
2. Committees must comply with all provisions of the Open Meetings and Open Records laws (KRS Chapter 61).

#### **E. MEMBERSHIP & APPOINTMENT OF CHAIR**

1. Each committee shall consist of representatives from the ECC. Community and staff members may be added at the discretion of the ECC Chair to assist with particular issues that may arise. Once the committee takes action on the issue, the extra member's service will discontinue. The Chair may ask additional community or staff members to serve again at his/her discretion.
2. The Chair of the ECC shall appoint a Chair for each standing and ad hoc committee.

#### **F. 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.

#### **G. DUTIES/RESPONSIBILITIES**

1. Committees shall carry out tasks assigned to them by the ECC.
2. Committees may decide to bring issues of concern or interest to the ECC.



3. Committees may research issues, gather district-wide input, or prepare drafts of ECC recommendations.
4. Committee chairs or their designees will report at each regular ECC meeting, or as requested by the ECC.
5. Committee chairs shall provide the District Liaison to the ECC with written minutes of their meetings no later than 10 days after the meeting occurred.

There will be five (5) ECC standing committees with the following names and jurisdiction:

1. **Minority Recruitment & Retention Committee (Excellent Staff)**
2. **Student Placement/Accommodations Committee (Excellent Student Opportunities):**
  - a. **Suspension Reduction and Drop Out Prevention Committee**
3. **Assessment Committee (Excellent Supports):**
  - Review District and school policies and practices on Alignment with State Standards, Enhancing Student Achievement, Student Assignment, and Classroom Assessment. Draft revisions for Board approval/adoption if necessary.
  - Disaggregate annual testing data analysis every fall and report to the Equity Council and Board of Education.
  - Recommend District priority needs to the Board of Education based on test analysis data.
  - Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
  - Additional roles/charges as assigned by the Board of Education and Equity Council.
4. **School Culture & Student, Family, and Community Engagement Committee (Excellent Relationships)**
  - Additional roles/charges as assigned by the Board of Education and ECC.
5. **Equitable Facilities and Resources: Minority Business Enterprise/Women Business Enterprise Committee (Excellent Schools)**
  - Additional roles/charges as assigned by the Board of Education and ECC.

Beginning in March, the following steps will be taken to recruit members for next year's committees:

**February - March**

1. The ECC Chair (or designee) will invite all other stakeholders, in writing, to sign-up for committees via the ECC website (or attachment to report card, letter home to parents, etc.).

2. Current committee chairs (or their designees) will describe their committees' work at an ECC Meeting.
3. ECC and committee members will individually and actively seek out parents and other interested community members who are representative of the diversity of our community and encourage their active participation on Equity Council committees.

#### **April**

1. The ECC Chair (or designee) will place committee sign-up sheets in a designated place that is convenient to the public and parents. These sign-up sheets will include the name of each committee, the name of the current chair, and a brief description of each committee's jurisdiction as outlined in the first section of this policy. Parents and community members may also sign up by written letter.
2. The ECC will appoint committee members using the sign-up sheets as a basis. The council may need to assign some people to committees that are not their first choice to give each committee adequate and balanced membership.
3. The ECC Chair will notify committee members of their appointments.
4. At that meeting, all committees will:
  - Elect a chair. They will also elect or appoint a secretary who will take minutes for this first meeting and all subsequent meetings and a vice-chair who will take over in the absence of the chair.
  - Receive information from the ECC Chair about the ECC timeline for regular committee reports.
  - Set up a meeting schedule for the rest of the year.
  - Read and discuss this policy and ask the Chair of the ECC any questions regarding their role and duties.
  - If necessary, discuss the active recruitment of parents and community members to serve on their committee.
  - Discuss ongoing and any new charges from the ECC and develop a plan of action that includes a timeline.
  - Discuss the Open Meetings Law.

#### **AD HOC COMMITTEES**

As needed, the ECC may also approve ad hoc committees for the following tasks:

1. Analyze Ongoing District and School Improvement Disparities and Inequities.
2. Address other needs as identified by the council. For these ad hoc committees, the Equity Council will identify the specific topic to be addressed in a written charge.

The ECC 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 at the completion of the assigned task.

### **Operating rules for all committees**

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

1. Establish a regular meeting schedule at its first meeting of each calendar year and make that schedule available to the public by posting it in a place convenient to the public.
2. Hold meetings that are not on the regular schedule only after following these special meeting procedures:
  - a. The committee chair or a majority of members decide the date, time, place, and agenda.
  - b. Those who make the decision to have the meeting put the date, time, place, and agenda in a written notice, which they will post in a place convenient to the public at least 24 hours before the meeting.
  - c. Notice of a special meeting will be hand-delivered, faxed, e-mailed\*, or sent by US mail to all members of the committee early enough so that they will receive it 24 hours before the meeting. The telephone cannot be used to deliver these notices.
  - d. If any media organization has asked for notice of special meetings, those calling the meeting will hand-deliver, fax, e-mail\*, or send by US mail copies of the written notice to the agency requesting the notice so that they will receive it 24 hours before the meeting. The telephone cannot be used to deliver these notices.

\*To receive e-mail notification, a written request must be on file at the school. This amendment to the Open Meetings Law was passed in the 2008 General Assembly and effective beginning in mid-July 2008.

3. Take minutes of the actions and decisions made by the committee at every meeting.
4. Review the minutes of each meeting at the next meeting and, after making any needed corrections, approve those minutes.
5. Make committee minutes for each meeting available to the council and to any interested party after final approval.
6. Ensure that the ECC Chair receives an official copy to be kept with ECC records as required by Kentucky's Archive rules.

Date Adopted: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ Equity Council Chair's Initials \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ FCPS Board Approval \_\_\_\_\_