



J. Graham Brown School

School-Based Decision Making Council

By-Laws

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I. Purpose

The SBDM Council of the J. Graham Brown School shall have the responsibility to enhance student achievement through the policies adopted as specified in KRS 160.345.

II. Council Membership

A. Composition

The voting members of the council shall be made up of six teachers, four parents, a principal, and an assistant principal. Non-voting members of the council will be made up of one middle school student and one high school student. Teachers, parents, the assistant principal, and students will be elected by their constituent group.

B. Eligibility

The selection process for members of the J. Graham Brown School's SBDM Council shall follow KRS 160.345:

- (1) "Teacher" means any person for whom certification is required as a basis of employment in the public schools of the state, with the exception of principals and assistant principals; and
- (2) "Parent" means:
 - a. A parent, stepparent, or foster parent of a student; or
 - b. A person who has legal custody of a student pursuant to a court order and with whom the student resides.

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 pre-registered to attend the J. Graham Brown School during the term of office. Parent representatives shall not be employed at the J. Graham Brown

School or in a district administrative office. Parent representatives must not have a relative employed at the J. Graham Brown School or in a district administrative office. A parent representative must not be a school board member or spouse of a board member.

Students: All middle and high school students enrolled at the J. Graham Brown School are eligible to serve on the council. Student representatives must not have a relative serving on the SBDM Council.

C. Selection Process

Teachers: All full-time and part-time teachers 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 pre-registered to attend the school are eligible to participate in the parent elections. The PTSA Board of Managers shall be responsible for determining the election procedures, conducting the election, and notifying the principal in writing of the parents elected to the SBDM Council. Results must be reported to the principal by July 1 of each year.

Students: All middle school and high school students are eligible to participate in the student non-voting member election process. Students can cast one vote for a student enrolled at their level. An administrator serving on the council shall be responsible for determining the election procedures in cooperation with the Student Council, conducting the election, and notifying the SBDM Council of the results. Results must be reported by the regularly scheduled September meeting.

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 the J. Graham Brown 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.

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 two-year terms of teacher and parent council members shall begin on July 1 and end on June 30. One-year terms of administrator (assistant principal) council members shall begin on July 1 and end on June 30. Student non-voting member council terms (one year) shall begin on the first regularly scheduled meeting of September and end on June 30. Members are eligible for re-election to consecutive terms.

The Council will hold elections every year for half of each of the required representatives, for those serving two year terms. Those serving one year terms are elected annually.

III. Responsibilities of SBDM Officers and Council Members

A. Election of Officers

Officers for the J. Graham Brown School SBDM Council shall be chairperson, vice-chairperson, and secretary. The vice-chairperson and secretary will be elected each July by a majority vote of the SBDM Council. Re-election is permitted for the offices of vice-chair-person and secretary. The principal will be the chairperson of the SBDM Council.

B. Responsibilities of Officers

Chairperson: The principal shall serve as chairperson as required by KRS 160.345. Responsibilities include:

- Announcing and distributing meeting notices as appropriate
- Announcing and distributing the 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

Vice Chairperson:

- Presiding over council meetings that the chairperson is unable to attend
- Overseeing the facilitation of committees assigned by the SBDM Council

Secretary:

- Keeping an accurate 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

- Responding in writing to inquiries made during public comment when appropriate
- 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

- Attending all regular and special meetings of the Council
- Consideration for the needs of all students when making policy decisions
- Communication with constituents to collect data and opinions for decision-making
- Communication with constituents about actions taken by the council

IV. Council Meetings

A. Regular Meetings

The council shall hold one regularly scheduled meeting per month during the school year.

B. Special Meetings

If the council needs to meet before its next regular meeting, the chair may call a special meeting. A special meeting may also be called by a majority of members of the council. Once the decision is made to call a special meeting, the following steps must be taken:

- **Posting of the Notice:** The notice must be posted conspicuously at the school and also at the building where the meeting will be held if the meeting will not be held at the school. These copies must be posted as soon as possible after the meeting is called, and not less than 24 hours before the meeting will be held.
- **Notice Distribution:** The person or persons calling the meeting must arrange for the notice to be delivered to every council member. Written notice 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.
- **Website:** On the school website, the chairperson or vice chairperson will indicate the date, time, and place of the special called meeting.

C. Open/Closed Meetings

All SBDM Council meetings at the J. Graham Brown School shall be open to the public. A closed session is a portion of a regular or special meeting of the council during which the members meet in private. Within the realm of council responsibilities, the allowed subjects at closed meetings are: proposed or pending litigation by or against the council (allowed by KRS 61.810(1)(c)); or selection of a new principal or other new staff member (allowed by KRS 61.810(3)(f)); 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"

D. Cancellation

Regular meetings can be canceled if necessary. Should a council meeting be scheduled on a day when school is canceled or dismissed early, the council meeting is also canceled.

V. Conducting a Meeting

A. Quorum

A quorum of the SBDM Council is established when a majority (more than half) of the number of seats is present. At least seven elected representatives shall constitute a quorum. No action of the SBDM council may be taken if a quorum is not established.

B. Operations

The chairperson shall facilitate each SBDM Council meeting according to *Robert's Rules of Order*, except where otherwise specified within this document.

C. Agenda

- Council members may add items to any regular meeting agenda by contacting the chairperson or vice chairperson in advance of the meeting.
- Teachers, parents, and others who are not on the SBDM Council may recommend items for the agenda by contacting any council member 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 one day in advance of the meeting.
- If the SBDM Council determines it is necessary, agenda items may be forwarded to a committee for further study.

D. 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 in which they signed the sign-in sheet. Each speaker is limited to 3 minutes, with a maximum of 5 speakers per meeting.

E. 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.

VI. Council Records

A. Minutes

- Minutes shall be kept of each council meeting.
- The minutes shall state accurately each council decision taken. If the decision was to adopt a written statement of policy or a written statement of some other decision, the entire text of that statement shall be attached to the minutes.
- The minutes shall be reviewed and approved by the council at its next meeting.
- Immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.
- An electronic copy of minutes, agendas, and handouts shared with the JCPS SBDM Office.

B. Requests for Council Records

Council records are available to the public for review. The principal, as official records custodian, shall make them available within three business days after the written request unless the records are subject to a specific exception of the Open Records Law.

VII. Bylaws and Policy Development and Amendments

Policies shall be developed by the council or by committees established by the council as a prelude to council consideration. All policies shall be read at two council meetings before they are adopted. No new policy shall be adopted by the council at the meeting in which the policy is introduced. Existing policies may be reviewed and reaffirmed in the same meeting.

VIII. 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]).

IX. Removal of a Council Member

A. Removal Due to Detriment

A member of an SBDM Council may be removed by the Kentucky Board Of Education if s/he engages in a pattern of practice that circumvents or is detrimental to the process (KRS 160.345 [9]).

B. Removal Due to Cause

A member of an SBDM 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 recommendation of the chief state school officer (KRS 156.132 and KRS 160.347).

X. SBDM Council – Assigned Committees

The work of committees shall serve as the basis for decision making whenever possible. Committees shall study policy issues and make reports or proposals to the council as a prelude to council consideration. All committees formed by the council shall offer the entire J. Graham Brown School community the opportunity to be involved in the decision-making process in working toward the educational goals and policies of the school. The SBDM Council at J. Graham Brown School will use an ad-hoc and standing committee structure to encourage expanded participation in the decision-making process.

A. Standing Committees

Standing committees will be formed near the beginning of the school year but might not meet every month. Committee membership will be obtained through a sign-up list of volunteers. Once the sign-up period has ended, committee members may not be added. Newly hired employees may be added at the discretion of the SBDM Chairperson. Standing committees formed by the council shall include, but not be limited to:

Budget Committee – has the responsibility of determining and overseeing the general fund budget. A yearly budget for the general fund, ESS, and instructional materials are presented to the council as well as recommending budget adjustments if needs or available funds change during the year according to the Budget and Spending Policy. This committee will also determine Section 4 and 5 Staffing Changes. This committee must adhere to state and district guidelines.

Curriculum and Instruction Committee – will review, gather, discuss, examine, and determine what practices (involving curriculum, instruction, assessment, and instructional tools) are best for students at the J. Graham Brown School. Input regarding the development of a school bell schedule and integration of technology to meet instructional priorities may be addressed in this committee.

Professional Development Committee – creates a plan for professional development that supports school needs. This committee studies requests for professional development, looks at problem areas as reflected by the planning committee, reviews the CSIP and then recommends a plan to the council, which shall include professional development for the school council, in accordance with district and state timelines.

Racial Equity Committee - is responsible for supporting the school in eliminating racial bias and achievement/opportunity gaps. This committee will analyze SBDM policies and school practices to determine the impact on demographic groups, disaggregate Comprehensive School Survey and achievement data, contribute to the school's equity monitoring processes, and recommend next steps.

Safety Committee – is responsible for investigation of safety concerns for the school including evacuation plans, facilities, and school community issues. The safety committee is also responsible for safety concerns that occur before/after school and during school-sponsored activities.

School Climate Committee - is tasked with fostering an inclusive, positive, and welcoming environment for all students and families; promoting a supportive academic, disciplinary, social/emotional, and physical environment; and encouraging and maintaining respectful, trusting, and caring relationships throughout the school community.

Every effort shall be made to facilitate participation from all parts of our community (multi-cultural representation, certified/classified employees, parents, students, and representatives from our three different school levels), as well as encouraging community involvement. If a committee does not achieve full representation, the committee should re-advertise after its first meeting, requesting volunteers in order to achieve full representation. Committees may meet using video conferencing software to facilitate greater participation from stakeholders.

B. Ad-hoc Committees

Ad-hoc committees or task forces shall be formed as the need for such committees is determined by the council. The council must also determine the number of members needed, groups to be represented and the method for picking members. The council may wish to appoint members to the committee or designate a person to do so.