

School Council By-Laws
Walton-Verona High School

ARTICLE III
MEMBERSHIP

A. COMPOSITION

1. The school council shall consist of six (6) members -- the principal, three teacher members, and two parent members. The principal shall serve as the chairperson.
2. If the school's total minority enrollment reaches 8 percent or more minority students enrolled as of the preceding October 1, and there was no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council.
3. In the event a special election is needed, the teachers shall elect a minority teacher from the school's staff. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school.
4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher.
5. Although there is no provision in KRS 160.345 for additional school council members, the school council does not wish to exclude any constituency in the school from participation in all council meetings. Therefore, the Student Council may designate a student council representative, and the support staff of the school (office, cafeteria, custodians, and instructional assistants) may conduct an election for a support staff representative to attend all council meetings as ex officio members.
6. Walton-Verona High School council membership shall be as follows:
 - Principal (chairperson)
 - 3 teachers
 - 2 parents
 - 1 minority parent (if required)
 - 1 minority teacher (if required)

B. REQUIREMENTS FOR MEMBERSHIP

1. All Members: No one may serve on the school council who has a business interest in the school as designated by KRS 45A.340. New members (those with less than one year of service) must complete six hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one year of service) must complete three hours of training from a Kentucky Department of Education endorsed trainer each year. In the event the council must select a principal, the council is required by law to obtain training in the recruitment and interviewing prior to beginning the principal selection process.

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2. Teacher Members: All certified teachers who work in the school are allowed to run for teacher council member and vote in the election. To be elected to the council, a teacher must meet the KRS 160.345(1) definition of a teacher: "any person for whom certification is required as a basis of employment in the public schools of the state with the exception of principals or assistant principals..." Eligible teachers may include classroom teachers, counselors, library media specialists, and other teachers, whether assigned only to our school or serving as itinerant staff.
3. Parent Members: The legal definition of parent (KRS 160.345 1.c.) allows biological parents, stepparents, foster parents, or persons who have court ordered legal custody to be nominated or to vote. According to the law, parents who are nominated or who wish to vote must have a child "preregistered to attend" the school for the next year.

Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative offices. An Attorney General's Opinion [OAG 90-102] says that "relative" as used in this section should have the same definition found in KRS 160.180 and KRS 160.380 that applies to school boards. This means that a parent who is a "*father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law*" of someone who works at the school or in the district administrative offices could not be a parent council member. Parent members cannot be a board member or a board member's spouse nor can they have a business interest in the school.

C. ELECTIONS

1. Teacher Members: Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May for the purpose of electing teacher council members. Teacher members serve one-year terms. Teacher members must be elected by a simple majority (one-half plus one) of the number of teachers assigned to the school for any part of their day. The process that teachers may use to elect their representatives should address the following areas:
 - a. Nominations
 - b. Preparation of ballots
 - c. Elections
 - d. Absentee ballots
 - e. Procedures after first round ballots
 - f. Delivery of election materials to the principal the next business day after the election
2. Parent Members: Parents conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May by the school's PTSA for the purpose of electing a parent council member. Parent members serve one-year terms. Parent members must be elected by simple majority of the number of parents assembled for that purpose. The president of the PTSA shall notify the principal in writing of the parent elected within 24 hours of the final vote and shall deliver all election materials to the principal the next business day after the election.

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3. Principal Role in SBDM Elections: Other than conducting the election for the minority teacher and parent members in the event the school is required to do so, principals are not given a role by statute in school council elections. Principals can assist the teachers or parents if requested to do so with logistics such as opening the building, providing space in the building, and assisting the PTSA and teachers with communicating election meeting times and dates. Principals should not be involved in setting or monitoring election procedures, nominations, balloting, or counting votes. The principal is the custodian of records for the school and must keep the official records of the parent and teacher elections for at least three years. By November 1st each year, the principal will ensure that names, address, and the training completed of each council member is posted to the school website.

D. REMOVAL OF MEMBERS

1. According to KRS 156.132, the commissioner of education 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.
2. 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 the recommendation of the commissioner of education, pursuant to KRS 156.132. Written notices setting out the charges for removal shall be spread on the minutes of the board and given to the member of the school council. KRS 160.347
3. The Office of Education Accountability (OEA) can investigate claims of intentional interference with school-base decision-making.

E. FILLING VACANCIES

If a member of the council resigns, or is removed from office, another member shall be elected in a special election held not more than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until June 30th, and be eligible for re-election.

F. TERMS OF OFFICE

The terms of parent and teacher members shall begin on July 1st and end on June 30th. Between the date of the election and July 1st, members-elected are expected to attend all council meetings. Teachers and parent council members are allowed to seek re-election to serve consecutive terms as long as they are eligible.