

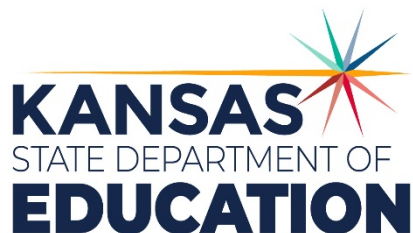
# Kansas School Mental Health Advisory Council

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## By-laws

December 3, 2020



*Kansas leads the world in the success of each student.*





## 2019 KANSAS STATE BOARD OF EDUCATION

### MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

### VISION

Kansas leads the world in the success of each student.

### MOTTO

Kansans Can

### SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

### OUTCOMES

- Social-emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

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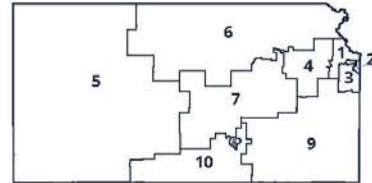


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SEPT, 2019

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# Council Operating Procedures

## Introduction

The purpose of the manual is to provide information and resources that clarify the role of the Kansas School Mental Health Advisory Council in the education of Kansas youth. Its membership is composed of individuals from various organizations concerned with identifying or providing services to children in Kansas schools and their families.

## Council Purpose

### Purpose:

- Advise the Kansas State Board of Education of unmet needs within the state in the area of school mental health and wellness;
- Coordinate with legislators and stakeholders to address relevant issues effectively to best meet the needs of students and staff; and
- Coordinate statewide collaborative social emotional character development partnerships with stakeholders that will benefit students.

# Definitions of Common Terms

The following terms are used regularly throughout this manual and at Council meetings.

TERM	DEFINITION
Advisory Council	The Kansas School Mental Health Advisory Council
CMHC	Community Mental Health Center
DCF	Department of Children and Families
KASB	Kansas Association of School Boards
KDADS	Kansas Department of Aging and Disability Services
KDHE	Kansas Department of Health and Environment
KSDE	Kansas State Department of Education
Membership	Individuals appointed by the Kansas State Board of Education as stipulated by Kansas statute to serve on the Special Education Advisory Council.
MTSS	Multi-Tiered System of Supports
PBIS	Positive Behavior Interventions and Supports
PRTF	Psychiatric Residential Treatment Facilities
SECD	Social Emotional Character Development
SMHAC	School Mental Health Advisory Council
SMHI	School Mental Health Initiative (A TASN Project)
State	The State of Kansas.
State Board	Kansas State Board of Education
State Education Agency (SEA)	The Kansas State Department of Education
TASN	Technical Assistance Systems Network

# KSBE Vision and Mission

## KANSANS CAN

Kansans are demanding higher standards in academic skills, as well as employability and citizenship skills, and the need to move away from a “one-size-fits-all” system that relies exclusively on state assessments. The Kansas State Board of Education in October 2015 announced a new vision for education in Kansas, giving direction for a more student-focused system and resources for individual success.

### Kansans CAN Vision:

Kansas leads the world in the success of each student.

### Kansas State Board of Education Mission:

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training, and character development according to each student's gifts and talents.

# Division of Learning Services Vision and Mission

## Division of Learning Services Vision

The field sees us as...

Partners serving to Develop, Lead and Support the best learning experiences for Kansans.

## Division of Learning Services Mission

Empowering passionate professionals to inspire education excellence!

# Council Membership

Council Membership consists of representatives for each of the following roles. Members may represent more than one role on the council.

- Kansas State Board of Education
- House Majority Member
- House Minority Member
- Senate Majority Member
- Senate Minority Member
- Representative from Association of Community Mental Health Centers of Kansas
- Kansas Association of School Boards staff member
- Member of a local board of education (small, rural district)
- Member of a local board of education (midsize district)
- Member of a local board of education (large, urban district)
- Kansas institution of higher education (responsible for teaching in or leading programs on school social work, school psychology, or school counseling)
- Superintendent, principal, or other elementary school administrator
- Superintendent, principal, or other secondary school administrator
- Parent or representative from an organization that could represent families or speak to family engagement
- Parent or representative from an organization that could represent families or speak to family engagement
- TASN – SMHI representative
- School social worker
- School psychologist
- School counselor
- School nurse
- Early childhood school mental health professional
- Special education administrator
- Parent (non-school employee)
- School Law Enforcement/School Resource Officer/School security
- Inpatient provider: Psychiatric Residential Treatment Facilities (PRTF), Acute Care, YRC, Q RTP
- Child advocacy center
- Association representing private, non-profit, child welfare agencies
- Provider of juvenile intake, services, or detention
- Statewide not-for-profit agency that works to prevent child abuse
- Non-profit, non-partisan organization advocating for children and families



- Youth Involved State Agency: Kansas Children’s Cabinet and Trust Fund, DCF, KDADS, KDHE
- School district/community partner
- Service Centers Representative
- At Large Special Interest Area (Bullying Task Force Representative, etc.)
- Mental Health Legislative Pilot representative
- Foster Care Representative
- Teacher (currently teaching elementary and/or secondary)
- Advocacy group(s) to represent the perspective of our diverse culture.
- Kansas Suicide Prevention Coalition
- Governor’s Behavioral Health Planning Council (Children’s Subcommittee)
- Interlocal or Coop
- KSDE representative for School Mental Health EPC (Ex-Officio)
- KSDE representative from Child Nutrition and Wellness (Ex-Officio)
- KSDE representative School Counseling (Ex-Officio)

Consideration for membership includes the following:

- Members will be representative of the state’s geographic regions (board regions), district sizes, and culturally diverse (addressing biological sex, sexual orientation, gender identity and expression, race/ethnicity (including migrant populations), disability, and socio-economic status (SES.)
- Individuals who possess knowledge of mental health needs of children.
- Individuals should understand developmental disabilities.
- Ability of the individual to represent his/her constituency, and to maintain communication between the constituency membership and the School Mental Health Advisory Council.
- Commitment to active participation in the School Mental Health Advisory Council meetings.

Council members are appointed for a term of three years, beginning July 1 of their first year and ending June 30 of the third year. Members will be reimbursed mileage and other travel expenses at state rates as needed to attend meetings.

## Council Leadership

The chairperson of the School Mental Health Advisory Council is appointed by the Kansas State Board of Education. The vice-chair position will be held for two years. At the council’s last meeting of the year for the current term of the vice chair, nominees for the position of vice-chairperson will be solicited. Following the nominations, a vote of council members will determine the vice-chair for the two-year-term. Council leadership will include the chair, vice-chair and KSDE staff members supporting the council for the purpose of agenda planning and membership decisions.

# Membership Tenure

Membership appointment on the Kansas School Mental Health Advisory Council shall be for a term of three years. No members may serve more than two consecutive terms. When a council member has completed their first term, they will be asked if they wish to remain on the council for a second term. Upon completion of the second term, a nomination form will be made available by KSDE to all members and shared with the public on various KSDE listservs as well as made available on the council webpage. The Council Leadership committee will review and make recommendations to fill open positions from the nominations received in the spring of each school year.

Acceptance by an individual to the Council appointment indicates a commitment of the individual to actively participate in Council meetings and duties. Failure of the appointed member to participate in a scheduled meeting will result in a recorded absence. Members may send a designee for representation of their position. Designees will not be allowed to vote.

Should a member miss three meetings in a given year, without sending a designee, the council leadership may notify the inactive member of the termination of their appointment and recommend nominations be received to replace them.

In unexpected circumstances, events may occur during a three-year membership term prohibiting the appointed member from fulfilling his/her responsibilities and/or disqualifying the member from representing the assigned constituency. Should this situation occur, the Council Chair may recommend an appointee serve as a replacement for the position for the remainder of the current term. An individual appointed to replace a Council member who has resigned or been removed, will be appointed for the completion of the term vacated by the former member. This partial term fulfillment is not considered one of the two possible consecutive terms a member may serve. Upon completion of the partial term, and with recommendation of the Council leadership the member will be reappointed for a full three-year term of membership.

# Advisory Council Member Responsibilities

One of the major functions of the Advisory Council is to serve as a liaison between the statewide populace and the Kansas State Board of Education. Citizens of Kansas are encouraged to communicate with the Council. This may be accomplished through contact with any Council member. Local education agency personnel, school patrons, students, lay community persons, private sector, public and private agencies, and educators at all levels are encouraged to submit relevant issues, questions and problems to the Council for consideration and action.

Fulfillment of council responsibilities may require Council membership involvement in the following activities:

1. Present to the Kansas State Board of Education, recommendations and/or testimony regarding unmet needs in the area of mental health or issues impacting the mental health of Kansas students. Advise and recommend to State Board draft legislative suggestions;
2. Develop recommendations concerning issues related to mental health services;
3. Obtain information from constituencies regarding issues before the Council and under consideration by the State Board; and
4. Provide advice on the development of resource materials addressing mental health issues in the state.

## Format for Public Comment

Members of the public are welcome to address the Advisory Council on relevant topics. Public comments will be scheduled at a designated time, during regularly scheduled meetings, at three-minute intervals. Scheduled meetings and public comment dates/times may be found on the KSDE website at: <https://www.ksde.org/Default.aspx?tabid=556>. Persons who wish to comment will be asked to share their name, organization, and topic. With agreement of the chairperson, a statement may be extended beyond three minutes. The members of the council will take comments under consideration. Should public comments indicate the need for a council response or action, members will take comments under consideration and an official response will be made at a later time. To schedule time on the agenda for public comment or to submit written materials to the School Mental Health Advisory Council please contact the Council Assistant, Pat Bone, at: Kansas State Department of Education, 900 SW Jackson Street, Suite 620, Topeka, Kansas 66612; Phone: 785-291-3097; or email at [pbone@ksde.org](mailto:pbone@ksde.org).

Meeting agendas will reflect the time when public comment will occur during each meeting.

### Guidance for Public Comment

1. Those persons who wish to speak are asked to write or phone the Council Assistant, prior to the meeting.
2. At the meeting, the Council Chairperson will determine how many speakers can be heard, giving priority to those who have made requests in advance. Presentations will not exceed three (3) minutes.
3. Individuals may be heard at other times during the meeting at the discretion of the Council Chairperson. It is in order, and at times necessary, for the Chairperson to rule that only Council members speak on a selected topic or motion.

4. Presenters are to bring copies of their materials or send a copy to the Council Assistant before or after the presentation so that copies can be made and distributed to members. Copies submitted after the meeting should be sent within five days of the presentation.
5. A time for public comment will be scheduled at each regular meeting.

If time permits, the Council Chairperson will allow input on items that are not on the agenda.

## Meeting Norms

- Each meeting will start and end on time.
- Council members are responsible for reviewing the agenda and materials for each meeting. It is important that all members be well informed in order to represent their constituency and ensure that Council actions are appropriate.
- Members will arrive on time and stay until the meeting is adjourned except in emergencies.
- A quorum shall be constituted by a simple majority of the Council membership and will be necessary for all matters of official business.
- In the absence of the Chairperson, the Vice-Chairperson shall assume the position of temporary Chairperson and shall preside at the meeting.
- Council members will receive a meeting agenda and a packet of information pertaining to the meeting.
- Council discussion will be limited to items on the proposed agenda. Should there be a desire to submit additional items for the agenda, changes to the agenda can be made by a majority vote at the beginning of each meeting.
- The Council will determine the method to be used for making decisions. In all cases where law or these by-laws do not apply, the rules of parliamentary law in Robert's Rules of Order Newly Revised shall govern.
- All members are encouraged, and will be given an equal chance, to assume various roles. Opportunities for personal growth and professional development are valued.
- Majority for votes. To establish majority agreement, 2/3 of the members present and representing a quorum of the council will be required for the item to be moved forward. Roll call votes will be taken as needed to establish the majority.
- Remote access will be available for scheduled meetings.