***Committees***

[KRS 160.345(2)(c)2]

*A Committee Policy is not a required policy area for schools. However, if the school or the school council forms committees, the school council must have a policy.*

**Purpose:**

The *Committee Policy* of Boyd County Middle School ensures equitable participation in the decision-making process for teachers, parents and the school community as a whole.

**Procedures:**

Boyd County Middle School shall have five standing committees:

* Curriculum/CSIP Committee: This committee shall analyze the curriculum alignment, research instructional practices, identify appropriate materials (textbooks/software) and monitor implementation of curriculum and instructional policies. They will also analyze student data (STAR and state assessment) to identify gaps in subgroups and strategies to close the gaps.
* Student Life: This committee will create and review non-academic and survey data as it relates to the removal of barriers in student achievement. They will also establish student recognition programs, plan monthly teacher and student activities and celebrations, and annually review the school’s discipline plan.
* Schedule: This committee shall conduct research on best practice scheduling for BCMS students to ensure academic excellence and exploration. They will create surveys for parents, students, and staff regarding course offerings in order to plan for the upcoming school year. They may also visit other successful middle schools to learn about their scheduling practices that may be considered for BCMS.
* Attendance: This committee shall review school attendance data, noting trends and barriers, providing information and statistics to the school council. They will set a yearly percentage goal, plan for KY High Attendance Day, and develop a plan for the year to encourage student attendance.
* Parent Engagement: This committee will continue to support PTF at BCMS. They will help plan membership drives and parent nights. Create communication opportunities between school, community and home. They will focus on improving customer service and supporting parents in their role during the adolescent years at BCMS.

The following steps may be taken to recruit members for each standing committee:

1. The principal may invite all parents by placing a notice in the WIN or using the automated call service.
2. The principal shall place committee sign-up sheets at the school.

The school council may need to assign some persons to committees that are not their first choice to give each committee adequate and balanced membership.

Ad hoc committees shall be established as needed by the school council.

Each committee will elect a chairperson, co-chair, and a secretary. Committees will meet monthly and present a committee report to the council.

Roles:

Chairperson-plans and communicates agendas

Co-chair-assists with planning and communicating the agenda. Serves as chairperson when they are absent.

Secretary-Keeps minutes on committee record and communicates them to the council each month.

All school council committees established under this policy are public agencies and are subject to Kentucky’s Open Meetings/Open Records statutes.

**Evaluation:**

The school council shall annually review the standing committees, the committee chairpersons and the work provided to the school council from each committee. Any revisions to the committee policy based on this information will be completed by the school council.

Date of 1st Reading 8-8-17

Date of 2nd Reading 9/13/17 with the amendment of schedule committee

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

Date Reviewed/Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Reviewed/Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_