

COMMITTEES POLICY

NUMBER AND JURISDICTION OF STANDING COMMITTEES

There will be seven standing committees, with the names and jurisdictions described below.

The Assessment Committee will carry out the duties listed in our Planning Policy and our Classroom Assessment Policy, report monthly to the Council, and carry out any other duties assigned by the Council.

The Curriculum and Instruction Committee will carry out the duties listed in our Curriculum Policy and our Classroom Instruction Policy, report monthly to the Council, and carry out any other duties assigned by the Council.

The Budget and PD Committee will carry out the duties listed in our Budget and Spending Policy, report monthly to the Council, and carry out any other duties assigned by the Council.

The Technology Committee will carry out the duties listed in our Technology Policy, report monthly to the Council, and carry out any other duties assigned by the Council.

The Extracurricular Committee will carry out the duties listed in our Extracurricular and Athletic policies, report monthly to the Council, and carry out any other duties assigned by the Council.

The Climate and Culture Committee will carry out the duties listed in our Climate and Culture policies, report monthly to the Council, and carry out any other duties assigned by the Council.

The Literacy Committee will carry out the duties necessary to increase student literacy. They will recommend a literacy plan to the Council, report monthly to the Council, and carry out any other duties assigned by the Council.

STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION

Each standing committee will have at least five members, with good faith effort being made to include at least one parent and providing reasonable representation of the ethnic diversity of our community.

By May 31, the following steps will be taken to recruit members for next year's committees:

1. The principal (or principal's designee) will invite all parents in writing to sign up for committees.
2. Current committee chairs (or their designees) will describe their committees' work at an open forum meeting and a meeting of certified and classified staff.
3. Council members will individually seek out parents and other community members who are representative of the diversity of our community, including parents, staff, and other concerned adults, and encourage their active participation on our committees.
4. During April, the principal (or principal's designee) will place committee sign-up sheets on the SBDM bulletin board, and in the staff lounge. Parents and community members may also sign up by telephone or letter.
5. During May, the Council will appoint committee members, ensuring reasonable representation of minority groups in our community and facilitating the participation of parents, classified staff, and other interested parties.
6. The Council may need to assign some people to committees that are not their first choice to give each committee adequate and balanced membership.
7. The Council will also designate a committee member to convene the committee for its first meeting and a date when that meeting shall be held.
8. The principal (or principal's designee) will notify committee members of their appointments.
9. In August, the principal will provide an additional, well-publicized opportunity to sign up for committees, and in September, the Council will make appointments from those additional sign-ups.

AD HOC COMMITTEES

As needed, the Council will also approve ad hoc committees to:

1. Analyze data for our Plan needs assessment, following procedures listed in our Planning Policy.
2. Draft Components for our Plan, following procedures listed in our Planning Policy.
3. Guide implementation of our Plan, following procedures listed in our Planning Policy.
4. Select textbooks for specific subjects, following procedures listed in our Budget and Spending Policy.
5. Address other needs as identified in a charge written by the Council when the need emerges.

For these ad hoc committees, the Council will identify the specific topic to be addressed by each committee, identify types of stakeholders who need to be included, and may recommend individuals to be invited to serve.

The principal (or principal's designee) will invite persons from each group needed, ensuring reasonable representation of minority groups in our community and facilitating the participation of parents, classified staff, and other interested parties.

The principal (or principal's designee) will also designate a committee member to convene the committee for its first meeting.

Ad hoc committees automatically dissolve when they have completed their tasks.

OPERATING RULES FOR ALL COMMITTEES

All committees established under this and other Council policies are public agencies subject to Kentucky's open meetings Law. To comply with that law, each committee must:

1. Establish a regular meeting schedule at its first meeting of each school year.
2. Make that schedule available to the public by posting it on the school Council bulletin board and providing a copy to each person responsible for answering phone calls to the school.
3. 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 put the date, time, place, and agenda in a written notice.
 - c. They post that written notice on the school Council bulletin board at least 24 hours before the meeting.
 - d. They hand-deliver copies of the written notice to all members of the committee or fax or mail it, sending it early enough so that it will arrive 24 hours before the meeting. E-mail cannot be used to deliver these notices.
 - e. If any media organization has asked for notice of special meetings, those calling the meeting hand-deliver copies of the written notice to all members of the committee or fax or mail it, sending it early enough so that it will arrive 24 hours before the meeting. E-mail cannot be used to deliver these notices.
1. Take minutes of the motions and actions at every meeting.
2. Review the minutes of each meeting and approve them at the very next meeting, after deciding on any needed corrections.
3. Make its minutes for each meeting available to any interested party starting at the end of the next meeting.

Adopted 10-25-2007

Amended 6-14-2010

(Chairperson Signature)