Policy #4

First Reading: 8-5-08
Second Reading: 8-11-08
Revision First Reading: 10-12-11
Revision Second Reading: 11-9-11

Clark-Moores Middle School
School-Based Decision Making Council
Committees Policy

Purpose

The Council shall organize its work through a committee structure and shall establish committees as it deems appropriate. Committees shall be of two (2) types; ad hoc and standing. Standing and ad hoc committees are established to gain input from all stakeholders including certified and classified staff, parents, students and community members.

Membership and Election of Chair

Every certified staff member will serve and actively participate on a committee. Committee membership is open to all interested persons. Each committee, at its organizational meeting, shall establish guidelines and elect a chairperson and a recorder. The recorder shall be responsible for public notification of meeting and taking and maintaining minutes which will be made available to the public at the school. If no chairperson is elected, the principal shall appoint a chair or co-chair from one of the committee members. Council members will serve on committees, but will not chair or co-chair a committee.

Decision Making

All committees will make decisions using the process outlined in Article VII, Section G of the By-Laws. The Council will place on the agenda and consider those recommendations resulting from a consensus vote of a committee. In the event that a committee cannot reach a consensus decision and/or file a report with the Council, the Council may poll the committee to determine courses of action.

Duties

Committees shall give priority to the accomplishment of the Council's building goals and objectives. Additional tasks for Committee action may be forwarded to the Committee by the Council and will be available to the public. Recommendations for Council actions presented by committees shall include:

-A brief statement describing the activity
-A proposed timeline for completion
-An annual cost projection, if applicable
-A description of who is expected to complete the project or activity
-The expected benefit/impact of the recommendation

Meetings

Committees shall meet on a quarterly basis, with additional meetings scheduled as needed, and the initial meeting shall be called by the principal or assistant principal.

Committees shall prepare and distribute meeting agendas in the same manner as the Council. All meetings shall be open to the public and the public shall be notified of the meeting time and location. The committee agenda shall be prepared in advance and will be made available to the public. Each agenda shall include ample opportunity for the public to be heard.

Standing Committees

Standing committees shall have a designated jurisdictions and responsibilities that are written and adopted by the Council.

-Standing committees may be composed of a combination of school staff, parents, students, and community group members as the committee. Parent members shall include, but are not limited to P.T.O. members.

-A complete listing of standing committees and membership guidelines shall be adopted by the Council.

-All standing committees will be confirmed by August 31 of each school year. Community membership will be encouraged by posting sign-up sheets in the school and communicating this information to all stakeholders. The term of office for all standing committees will be September 1 through August 31.

-All standing committees will submit a written and/or verbal report to Council on a rotating basis twice a year at regular monthly Council meetings. The committee chairperson or his/her designee shall present the report if the Council action is requested or if the Council requests a presentation. All committee recommendations for action by the Council shall be presented in writing in advance of the Council meeting.

<u>Standing Committees for Clark-Moores Middle School and their responsibilities are listed below:</u>

-Budget Committee: Assists in the development of the annual instructional budget.

-Building/Grounds Committee: Develops priority plan for campus improvement projects.

-Curriculum Committee: Collaborates with district content area cadres to develop and implement instructional units and monitors curriculum map progress. Collaborates with school Principal to develop schedule for the school day.

-Discipline Committee: Develops school wide discipline plan and reviews/updates student handbook.

-Home/School Relations Committee: Plans and organizes activities and events to promote positive relationships between students, parents, community and school.

-Hospitality Committee: Plans activities to promote positive and supportive relationships within school staffulty.

-Needs Assessment Committee: Prioritizes items for possible inclusion in school wide improvement plan.

-Professional Development Committee: Plans and organizes in-house professional development activities.

-Renaissance Program Committee: Plans and organizes events and activities to support student achievement/success and to promote a positive school culture.

-Safe Schools Committee: Develops annual drill schedule and examines procedures for each respective drill.

-Student Achievement Committee: Monitors and develops activities to improve student achievement.
-Technology Committee: Develops a plan for maintaining and improving technology resources for students, faculty and staff.
-Program Review Committee-Develops and Reviews Program Review for Writing, Practical Living/Vocational Studies, and Arts/Humanities.

Ad Hoc Committees
Ad hoc committees may be formed whenever a standing committee or the Council recognizes the need and the Council requests the formation of a committee.
The purpose of an ad hoc committee will be to address specific issues not otherwise within the jurisdiction of a standing committee. Each ad hoc committee will be abolished by action of the council upon completion of its work.