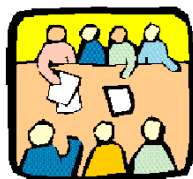


COMMITTEES POLICY



NAMES AND JURISDICTIONS OF STANDING COMMITTEES

Steeplechase Elementary will have 5 SBDM standing committees with the following jurisdictions:

PLANNING AND PROFESSIONAL DEVELOPMENT/LEARNING COMMITTEE

- Annually review and revise the following SBDM policies: School Improvement Planning. Present revisions to the council for approval.
- Coordinate the development and implementation of the school improvement plan in regard to the Professional Development/Learning Plan.
- Survey teachers to establish professional development/learning needs and use this data along with testing data, program analysis data, and any data from other committees to make PD/L recommendations to the council.
- Recommend other changes, ideas, and strategies to assigned policies based on research into best practice.
- Additional roles/charges as assigned by the council.

BUDGET COMMITTEE

- Annually review and revise the SBDM policies on Budget and Spending and Program Appraisal. Present revisions to the council for approval.
- Develop, recommend, and monitor the annual budget and allocation of resources according to identified needs of the school, classrooms, and programs.
- Recommend budget adjustments to the council.
- Work with the principal (if requested) on developing a preliminary staffing plan (how many, not who) for the council based on available resources.
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

CULTURE, WELLNESS, & RESOURCES COMMITTEE

- Annually review and revise the SBDM policies on Discipline, Classroom Management and School Safety, Extracurricular Programs, Instructional and Non-Instructional Staff Time Assignment, School Space, Parental Involvement, and Wellness. Present revisions to the council for approval.
- Develop a set of “non-negotiable” school rules consistent with district policies.
- Review/revise the school-wide discipline plan as needed based on feedback and data.
- Recommend discipline and classroom management changes based on annual needs assessments and data gathering.

- Recommend extracurricular program changes and ideas.
- Recommend parental involvement activities and strategies.
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

CURRICULUM, INSTRUCTION, AND TECHNOLOGY COMMITTEE

- Annually review and revise (if necessary) the SBDM policies on Curriculum, Instructional Practices, Homework, Technology Use, and School Day and Week Schedule. Present revisions to the council for approval.
- Analyze curriculum alignment with the state standards and recommend changes.
- Recommend advanced placement additions, if appropriate, based on data, research, and shareholder input (secondary).
- Research and recommend instructional best practice ideas and innovations.
- Research homework best practices and recommend changes to policy (Homework is not a legally required policy).
- Recommend plans for the best use of technology based on needs assessments.
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

ASSESSMENT OF STUDENTS AND PROGRAM(S) COMMITTEE

- Annually review and revise the SBDM policies on Classroom Assessment, Program Appraisal, Alignment with State Standards, and Writing. Present revisions to the council for approval.
- Organize the testing data analysis for state testing results and school diagnostics, including reports to the Council.
- Develop a plan to include a good faith effort checklist and student incentives.
- Recommend a process for evaluating the quality of the programs in the school and assuring state standards and school expectations are met.
- Recommend classroom assessment ideas based on research.
- Recommend program changes in reviewed areas.
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION

All members of the faculty will serve on at least 1 standing committee. SBDM teacher reps are exempt but may serve on a standing committee by choice. Every effort will be made for each standing committee to include appropriate representation and numbers to accomplish their charges. An extensive effort will be made to include at least one parent on every standing committee and to provide a reasonable representation of the ethnic diversity of our school community.

In March of each year, the principal (or principal designee) will *ensure that all shareholders and interested persons, including but not limited to classified employees and parents*, are extended the opportunity to become engaged in the shared-decision making process of our school through

membership in school council standing committees. The following steps should be taken to set up committees each year:

1. On an ongoing basis, parents will be invited to sign up for committees via multiple forms of communication (i.e., newsletters, social media, website).
2. Faculty and staff will be given an opportunity to sign up for committees via various forms of communication.
3. At the beginning of the school year after sign-ups have been gathered, along with the notification of new members, a meeting of committee members will be called by the Chair of the council for the purpose of charging all committees with conducting their first committee meeting. At each committee's first meeting, all committees will:
 - Elect a chair, vice-chair, and recorder.
 - Receive information about the council timeline for regular committee reports.
 - Set up a meeting schedule for the rest of the year.
 - If necessary, discuss the active recruitment of parents and community members to serve on their committee.
 - Discuss ongoing and any new charges from the council and develop a plan of action that includes a timeline.

AD HOC COMMITTEES

As needed, the council may also approve ad hoc committees for the following tasks:

1. Analyze needs assessment for the school improvement plan.
2. Draft components for and guide the implementation of the plan.
3. Research and recommend textbooks, materials, and practices.
4. Participate in work to fill specific staff vacancies.
5. Address other needs as identified by the council.

For these ad hoc committees, the council will identify the specific topic to be addressed in a written charge. The principal will invite persons to serve on the ad hoc committee and will also designate a committee member to convene the committee for its first meeting. Ad hoc committees automatically dissolve at the completion of the assigned task.

OPERATING RULES FOR ALL COMMITTEES

All committees established by the *SBDM council* are public agencies subject to *Kentucky's Open Meetings Law*. To comply with that law, each committee will:

1. *Establish a regular meeting schedule* at its first meeting of each school year and *make that schedule available to the public by posting it in a place convenient to the public*.
2. 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 to have the meeting will put the date, time, place, and agenda in a written notice, which they will post in a place convenient to the public at least 24 hours before the meeting.*

- c. *Notice of a special meeting will be hand-delivered, faxed, *emailed, or sent by U.S. mail to all members of the committee early enough so that they will receive it at least 24 hours before the meeting.*
- d. *If any media organization has asked for notice of special meetings, those calling the meeting will hand-deliver, fax, *email, or send by U.S. mail copies of the written notice to the agency requesting the notice.*

**Those wishing to receive notification by email must have a request in writing on file at the school.*

- 3. *Take minutes of the actions and decisions made by the committee at every meeting.*
- 4. *Review the minutes of each meeting at the next meeting and, after making any needed corrections, approve those minutes.*
- 5. *Make committee minutes for each meeting available to the council and to any interested party after final approval.*
- 6. *Ensure that the principal receives an official copy to be kept with school records as required by Kentucky's Archive rules.*

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: 11/8/2021

Date(s) Reviewed or Revised: 9/12/22