

# SCHOOL COUNCIL POLICY

Pikeville Independent Schools

Pikeville Elementary School

Policy Type (Check One)	
<input type="checkbox"/>	Council Operations
<input checked="" type="checkbox"/>	School Operations

**POLICY TOPIC DESCRIPTION**

**COMMITTEE POLICY**

**POLICY STATEMENT**

**Names and Jurisdictions of Standing Committees:**

There will be three SBDM standing committees with the following names and jurisdictions:

- A. School Climate Committee (PRIDE Committee) - Responsible for reviewing and developing policies relating to discipline, classroom management, and school safety.
- B. Curriculum Committee (CSIP) - Responsible for reviewing and developing policies pertaining to improvement planning and instructional practices in school.
- C. Budget Committee - Responsible for assisting the principal in developing school budgets from various perspectives.

These committees will meet a minimum of one time per semester.

**Ad Hoc Committees:**

As needed, the council may create an ad hoc committee to accomplish a specific goal/task that isn't the right fit for a standing committee.

For these ad hoc committees, the council will identify the specific topic to be addressed in a written charge. The Council will discuss and decide how individuals will be appointed to the ad hoc committee. The principal (or designee) will notify committee members and designate a member to convene the first meeting. Ad hoc committees automatically dissolve at the completion of the assigned task.

**Standing Committee Composition and and Membership Selection:**

The membership for all standing committees shall be determined as follows:

- A. One (1) Special Ed Teacher
- B. One (1) Special Class/Special Resource Teacher
- C. One (1) Kindergarten Teacher
- D. One (1) First Grade Teacher
- E. One (1) Second Grade Teacher
- F. One (1) Third Grade Teacher
- G. One (1) Fourth Grade Teacher
- H. One (1) Fifth Grade Teacher
- I. One (1) Sixth Grade Teacher
- J. 2 Parents: 1 Primary and 1 Intermediate
- K. 1 Classified Staff Member

**Selection of Members:**

- A. The teacher members of the standing committees will be selected by their groups or grade level teachers.
- B. The parent members must be the parent of a student currently enrolled in the school. Parent members will be approved by the SBDM council.
- C. The classified staff member of the standing committee will be selected by classified staff.
- D. Other members may be added to standing committees as necessary to meet the responsibilities of the committee.
- E. Minority members, community members, additional parents, staff and other concerned adults will be invited and encouraged to actively participate as non-voting members of our committees via PTA meetings and/or other forms of communication (email, notes, principal's newsletter, Remind).

**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 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, sent by text, or by US mail to all members of the committee early enough so that they will receive it 24 hours before the meeting.
  - d. If any media organization has asked for notice of special meetings, those calling the meeting will be hand-delivered, faxed, emailed, or sent by US mail copies of the written notice to the agency requesting notification.
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 an official copy of the minutes is kept with school records as required by Kentucky's Archive rules.

Date of First Reading: 2/14/2023

Date Adopted: 3/14/2023

Glenda Adkins  
Council Chairperson