

COMMITTEES POLICY

WWB POLICY #2



NAMES AND JURISDICTION OF STANDING COMMITTEES

There will be a minimum of five SBDM standing committees with the following jurisdiction:

Planning and Parental Involvement Committee

- Review and revise the SBDM policies as assigned by the SBDM council. Draft revisions for council approval/adoption if necessary
- Involving as many stakeholder ideas and opinions as possible, coordinate school needs assessments including necessary surveys and other data collection.
- Coordinate the development and implementation of the School Improvement Plan including working with component teams and overseeing the development and implementation of the Professional Development Plan.
- Ensure that the council is kept informed through Implementation and Impact Checks on the Plan.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

Budget Committee

- Review and revise the SBDM policies as assigned by the SBDM council. Draft revisions for council approval/adoption if necessary.
- In collaboration with the SBDM council, the committee will develop, recommend, and monitor the annual budget and allocation of resources according to identified needs of the school with consideration for the program review areas.
- Recommend budget adjustments.
- In collaboration with the bookkeeper, ensure that the council is kept informed with monthly budget reports.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

Program Review Committee

- Review and revise the SBDM policies as assigned by the SBDM council. Draft revisions for council approval/adoption if necessary.
- Recommend classroom instruction and assessment ideas based on new research.

- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Review program review guidelines and submission evidence.
- Additional roles/charges as assigned by the council.

School Climate and Culture (PBIS)

- Review and revise the SBDM policies as assigned by the SBDM council. Draft revisions for council approval/adoption if necessary.
- Recommend discipline, classroom management, and safety changes based on annual needs assessments and data gathering.
- Recommend extra curricular program changes and ideas.
- Recommend use of school space ideas.
- Recommend parental involvement activities and strategies.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council

Curriculum & Instruction Committee

- Review and revise the SBDM policies as assigned by the SBDM council. Draft revisions for council approval/adoption if necessary.
- In collaboration with school administration, analyze curriculum alignment with the state standards and recommend changes.
- Research and recommend instructional best practice ideas and innovations including any changes to the primary program/structure/policy.
- Research homework best practices and recommend changes.
- Develop master schedule plan ideas to recommend to the principal.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- In collaboration with the Building Assessment Coordinator and school administration, organize the testing data analysis every fall including reports to the Council.
- Recommend school priority needs based on test analysis data.
- Additional roles/charges as assigned by the council.

Technology Committee

- Review and revise the SBDM policies as assigned by the SBDM council. Draft revisions for council approval/adoption if necessary.
- Recommend plans for the best use of technology based on needs assessments.
- Review the Acceptable Use Policy (AUP) annually and make any needed revisions based on district recommendations.
- Evaluate current technology in the building and recommend updates.
- In collaboration with the School Technology Coordinator (STC), review and recommend possible technology grant opportunities.
- Additional roles/charges as assigned by the council.

Wellness Committee

- Review and revise the SBDM policies as assigned by the SBDM council. Draft revisions for council approval/adoption if necessary.
- In collaboration with SBDM council, ensure the school wellness policy and initiatives are aligned with district recommendations/guidelines.
- Promote regularly scheduled wellness activities for students.
- Ensure the practical living and career studies program is aligned to the state Program Review standards.
- Additional roles/charges as assigned by the council.

NOTE: The SBDM Council will be responsible for reviewing and revising (if necessary) its Bylaws and three policies: the Committee Policy, the Consultation Policy, and the Principal Selection Policy.

STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION

All members of the faculty will serve on at least one standing committee. Each standing committee will have grade level (or department) representation. Committees will also make strong effort to include at least one parent.

Each spring, the following steps will be taken to recruit members for next year's committees:

1. The principal (or principal's designee) will invite stakeholders in writing to sign up for committees via newsletter.
2. The work of the SBDM council and its committees will be shared during a PTA meeting to encourage parental involvement.
3. Stakeholders can sign up in the front office to participate in SBDM committees.
4. The principal (or principal's designee) will notify committee members of their appointments.
5. The principal (or principal's designee) will provide an additional, well-publicized opportunity to sign up for committees for all stakeholders.
6. The principal (or principal's designee) will assign a chair for each committee and set dates for committee meetings throughout the year. Committees can also choose to meet on additional dates. The committees will work in alignment the SBDM committee policies. Committees will follow the guidelines according to their jurisdiction.

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. Select textbooks and materials for specific subjects.
4. Participate in work to fill specific staff vacancies.
5. Address other needs as identified by the council.

The principal will invite persons to serve on the ad hoc committee and will also designate a committee chair.

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 that is posted for 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, e-mail*, or sent by US mail to all members of the committee early enough so that they will receive it 24 hours before the meeting. The telephone can not be used to deliver these notices.
 - d. If any media organization has asked for notice of special meetings, those calling the meeting will hand-deliver, fax, e-mail*, or send by US mail copies of the written notice to the agency requesting the notice so that they will receive it 24 hours before the meeting. The telephone can not be used to deliver these notices.

*To receive e-mail notification, a written request must be on file at the school. This amendment to the Open Meetings Law was passed in the 2008 General Assembly and effective beginning in mid-July 2008.
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: 5/16/17

Date Reviewed or Revised: _1/19/17_____ Council Chairperson's Initials __J.J.J__

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

NOTES ON USING THIS POLICY

NAMES AND JURISDICTION OF STANDING COMMITTEES: The names and jurisdiction of all standing committees may be adjusted to fit your situation. In this sample, the Planning & PD, Budget, and Assessment Committees have fewer policies for which they are responsible because they have other charges which take a lot of time (improvement planning, budget, test score review and analysis, for example). The other two committees mostly have charges associated with the policies for which they are responsible.

CONNECTION TO COUNCIL BYLAWS: This policy should be referenced in your council bylaws in a section on committees and then attached in an attachment section at the end of the bylaws. There is no need to copy the whole policy into the body of the bylaws. KASC's Bylaws Kit models this.