

EDYTHE J. HAYES MIDDLE SCHOOL

FIRST READING: FEBRUARY 15, 2005
SECOND READING: MARCH 1, 2005
APPROVED ON: MARCH 1, 2005
AMENDED ON: SEPTEMBER 21, 2005
AMENDED ON: SEPTEMBER 26, 2006
AMENDED ON: SEPTEMBER 7, 2007
AMENDED ON: AUGUST 19, 2008
AMENDED ON: AUGUST 23, 2011
AMENDED ON: JANUARY 28, 2013
AMENDED ON: AUGUST 27, 2013
AMENDED ON: FEBRUARY 25, 2014

REVIEWED ON: AUGUST 26, 2014
AMENDED ON: SEPTEMBER 22, 2015
AMENDED ON: AUGUST 29, 2017
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REVIEWED ON: AUGUST 27, 2019
REVIEWED ON: AUGUST 25, 2020
REVIEWED ON: AUGUST 31, 2021
REVIEWED ON: AUGUST 23, 2022
REVIEWED ON: AUGUST 22, 2023

COMMITTEE POLICY

COMMITTEE STRUCTURE

All committees will be ad hoc. The council shall establish committees annually at their June meeting, to begin the following school year. The council shall establish a charge for each committee formed.

AD-HOC COMMITTEES

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1. As needed, the Council may also approve ad hoc committees.
 2. The Principal will appoint the chairperson for all ad hoc committees.
 3. Ad hoc committee membership may have grade level and departmental representation, as deemed necessary by the council.
 4. The Principal may appoint members under the following circumstances:
 - a. To create balanced membership
 - b. To establish a committee in a timely manner.
 5. Ad hoc committees automatically dissolve when they have completed their assigned task or tasks.

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 must:

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 called 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, which they must post in a place convenient to the public at least 24 hours before the meeting.
 - e.—Notice of a special called meeting must be hand-delivered, faxed, e-mailed, or mailed to all members of the committee early enough so that they will receive it 24 hours before the meeting. Committee members can elect in writing their preferred means of receiving notifications of special called meetings.
3. **IF** any media organization has asked for notice of special called meetings, those calling the meeting must hand-deliver, fax, e-mail, or mail copies of the written notice to the agency requesting the notice so that they will receive it 24 hours before the meeting. The committee must take minutes of the actions and decisions at every meeting.
 4. Review the minutes of each meeting and approve them at the very next meeting, after deciding on any needed corrections.
 5. Make committee minutes for each meeting available to the Council and to any interested party after final approval of the minutes.
 6. Committees will keep written minutes for each meeting and submit a copy of those minutes to the Council by the next Council meeting.
 7. Committees will maintain a focus on the mission of EJ Hayes Middle and align their work with the School Improvement Plan.
 8. Committees will develop a plan of action that identifies how the committee will increase student achievement.