

## COMMITTEES POLICY



### PURPOSE OF COMMITTEES

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School-based decision-making works best with active, effective committees. The council makes final decisions, but the council alone cannot possibly understand all the major issues in depth. The council needs many other people involved in learning about best practices, gathering community input, and developing proposals that will work well for your particular school.

### STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION

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At the beginning of the school year, the principal (or 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. Students will be encouraged to serve on committees.
4. At each committee's first meeting, the committee 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 additional recruitment of parents, families, students, staff, and/or community members to serve on the committee.
  - Review this committee policy.
  - Discuss ongoing and any new charges from the council and develop a plan of action that includes a timeline.

Every effort will be made for each standing committee to include appropriate representation and numbers to accomplish their work. An extensive effort will be made to include at least one parent and one student on every standing committee and to provide representation of the ethnic and cultural diversity of our school community.

### AD HOC COMMITTEES

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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 principal (or designee) will invite persons to serve on the ad hoc committee and will also designate a committee member to convene the first meeting. Ad hoc committees automatically dissolve at the completion of the assigned task.

## **OPERATING RULES FOR ALL COMMITTEES**

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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 an official copy of the minutes is kept with school records as required by Kentucky's Archive rules.**

**The committees and the responsibilities (jurisdiction) below are examples only. The committee system for your school should meet your school needs.**

**ASSESSMENT OF STUDENTS AND PROGRAM(S) COMMITTEE**

- Organize the testing data analysis for state testing results and school diagnostics, including reports to the council.
- Recommend classroom assessment, feedback, and monitoring systems based on research.
- Recommend a process for evaluating the quality of the programs in the school and assuring state standards and school expectations are met.

**BUDGET COMMITTEE**

- 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.

**CULTURE, WELLNESS, & RESOURCES COMMITTEE**

- Develop a set of “non-negotiable” school rules consistent with district policies.
- Recommend extracurricular program changes and ideas.
- Recommend parental involvement activities and strategies.

**CURRICULUM, INSTRUCTION, AND TECHNOLOGY COMMITTEE**

- 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.

**PLANNING AND PROFESSIONAL DEVELOPMENT/LEARNING (PD/L) COMMITTEE**

- 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.

**Jurisdiction that could be applicable to any committee**

- Annually review and revise the SBDM policies assigned by the council and present suggested revisions to the council.
- Recommend other changes, ideas, and strategies to policies or programs based on needs assessments, opinion surveys, data, and research into best practice.
- Additional roles/charges as assigned by the council.

**POLICY EVALUATION**

We will evaluate this policy through our annual policy review process.

**DATES ADOPTED, REVIEWED, OR REVISED:**

