COMMITTEES POLICY

PURPOSE OF COMMITTEES

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

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

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

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.***

POLICY EVALUATION

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

DATES ADOPTED, REVIEWED, OR REVISED:

February10, 2025