

Committee Charter for Policy Review and Development

I. Name:

The committee shall be known as the Policy Review and Development Committee. Also known as just the "Policy Committee".

II. Purpose:

The purpose of the committee is to review, update, replace, retire, and create school board policies in accordance with the needs and priorities of the school district. This includes ensuring alignment with state and federal regulations supporting the overall mission and vision of the district.

III. Composition:

1. Chairperson: Referred by the president of the board and ratified by board majority vote.
2. Board Members: Two additional members of the Board of Education referred by the president of the board and ratified by board majority vote. President of the board and the Superintendent are ex-officio.
3. Community Members: There may be up to five individuals selected from applications received by the chairperson during an organizational meeting. Community Members will be expected to serve a one-year term. Open positions must be publicly announced. Community members serve on behest of the committee chair and do not count toward a quorum necessary to open the meeting.
4. Administration Representative: One member chosen by the administration to provide expertise and guidance on policy matters.

IV. Responsibilities:

1. Review existing school board policies to assess effectiveness, relevance, and compliance with current laws and regulations.
2. Propose updates or revisions to existing policies as needed, based on best practices and feedback from stakeholders.
3. Identify policies that require replacement or retirement due to obsolescence, redundancy, or inconsistency.
4. Develop new policies in response to emerging needs or changes in legislation, educational practices, or community priorities.
5. Solicit input from stakeholders, including students, parents, staff, and community members, when reviewing or creating policies.
6. Ensure that all proposed policy changes adhere to legal requirements and are consistent with the district's mission, vision, and values. Legal review by the solicitor can be done on request of the chair and the Superintendent.
7. Present recommendations to the full Board of Education for discussion and approval.

8. Maintain accurate records of committee meetings, decisions, and recommendations including the Agendas and Minutes.

9. Regularly communicate with the Board of Education and the broader community regarding policy-related initiatives and updates.

10. Committee meetings will have public comment following policy 903

V. Meeting Schedule:

The committee shall meet on the second Thursday of every month at 6:00 PM. Additional meetings may be scheduled as needed, with proper notice provided to all members and the community following the district's current practices under policy 006.

VI. Decision-Making Process:

The committee shall follow Roberts Rules of Order to conduct its meetings and make decisions. Consensus-building and collaborative decision-making are encouraged, with a focus on respectful dialogue.

VII. Reporting:

The committee chairperson shall provide regular updates on the committee's activities and recommendations to the Board of Education during regular board meetings. A written report summarizing the committee's work shall be submitted to the board at least once per year.

VIII. Amendment of Charter:

This charter may be amended by a majority vote of the committee members, with approval from the Board of Education.

IX. Adoption:

This committee charter shall be adopted upon approval by the Board of Education and shall remain in effect until amended or repealed.

X. Review:

The committee shall conduct an annual review of its charter to ensure alignment with its purpose and responsibilities, making revisions as necessary with approval from the Board of Education.

XI. Call for Letters of Interest

The Policy Review and Development Committee of the Big Spring School District invites members of the community to submit letters of interest for consideration to serve as community members on the committee. This is an opportunity for individuals who are passionate about education and community engagement to contribute to the review, update, creation, and retirement of school board policies.

XII. Role and Responsibilities:

Community members selected for the committee will play a vital role in providing diverse perspectives and input on policy matters. Responsibilities include attending committee meetings, actively

participating in discussions, reviewing policy documents, and offering insights and recommendations based on their unique experiences and expertise.

XIII. Submission Guidelines:

Interested individuals should submit a letter of interest outlining the following:

1. Introduction: Briefly introduce yourself and explain why you are interested in serving on the Policy Review and Development Committee.
2. Motivation: Describe your motivation for wanting to be involved in policy development and how you believe your participation will benefit the school district and the community.
3. Skills and Experience: Highlight any relevant skills, experiences, or areas of expertise that you would bring to the committee, such as policy analysis, education, law, community advocacy, or other related fields.
4. Commitment: Confirm your availability and commitment to attend committee meetings regularly, as well as your willingness to actively engage in the policy review process.
5. Contact Information: Provide your full name, address, email, and phone number for communication purposes.

XIV. Submission Deadline:

Letters of interest should be submitted to the Julie Booth jbooth@bigspring.k12.pa.us, no later than Jun 1st 2024. Submissions received after this date may not be considered.

XV. Selection Process:

The Committee Chair and other members of the committee will review all submitted letters of interest and select community members based on their qualifications and alignment with the committee's goals and objectives during a public organizational meeting.

XVI. Contact Information:

For questions or further information, please contact the District.

We look forward to receiving your letters of interest and engaging with members of our community in the important work of policy review and development.

Approved by the Board of Education on [Date].