

COMMITTEE POLICY **KRS 160.345(2)(C)2**

NAMES AND JURISDICTION OF STANDING COMMITTEES

All members of the faculty will serve on at least one standing committee. SBDM teacher reps are exempt but may serve on a standing committee by choice. Committees will have grade level (or department) representation if possible and include at least five members. Committees will also make every effort to include at least one person to provide reasonable representation of the ethnic diversity of our community.

There will be four SBDM standing committees with the following names and jurisdiction:

Planning and PD Committee

- Review and revise the SBDM policies on Consultation, Committees, and Alignment with State Standards, Technology Utilization, and Program Appraisal Policy. 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.
- Recommend plans for the best use of technology based on needs assessments.
- Communicate needs and progress to staff and the council.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.

Curriculum and Instruction Committee

- Review and revise the SBDM policies on Curriculum, Writing, Instructional Practices, and School Schedule. Draft revisions for council approval/adoption if necessary.
- Analyze curriculum alignment with state standards and recommend changes.
- Recommend changes to the writing program/policy when appropriate.
- Research and recommend instructional best practice ideas and innovations.
- Research homework best practices and recommend changes.
- 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.

School Culture and Resources Committee

- Review and revise the SBDM policies on Extracurricular Programs, School Space, Student Assignment, Assignment of Instructional and Non-Instructional Staff Time, Wellness (Primary to Grade 5), and Parent and Family Engagement. Draft revisions for council approval/adoption if necessary.
- Recommend extra-curricular program changes and ideas.
- Recommend use of school space ideas.
- Recommend parental involvement activities and strategies.

- 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.
- Additional roles/charges as assigned by the council.

Positive Behavior Intervention and Support (PBIS) Committee

- Review and revise the SBDM policies on Discipline, Emergency Plans, and Portable automated external defibrillator (AED). Draft revisions for council approval/adoption if necessary.
- Recommend discipline and classroom management changes based on annual needs assessments and data gathering.
- Recommend safety changes based on annual needs assessments and data gathering.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Analyze referral/behavior data and communicate findings to staff.
- Additional roles/charges as assigned by the council.

SBDM Council

Review and revise Bylaws and policies on Committees, Consultation, and Principal Selection (if necessary).

STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION

All members of the faculty will have the opportunity to serve on one standing committee with appropriate representation from all areas of school grades/programs. Good faith effort will be made to include at least one parent on every standing committee and to provide a reasonable representation of the ethnic diversity of our school community. The chair of each committee will be appointed by the principal with intentional focus for the position that oversees the major role of that committee. If no such position exists for a committee, the principal will appoint a chair for the first committee meeting and the committee will elect a chair at the first meeting of the committee.

The principal (or principal designee) will ensure that all stakeholders and interested persons are extended the opportunity to become engaged in the shared-decision making process for our school through membership in school council standing committees. The following steps should be taken to set up committees for the next school year:

1. Within the first 30 days of each school year, parents/guardians will be invited to sign up for committees via school communication to families (classroom newsletters, electronic communication, social media, etc.).
2. Faculty and staff will be given an opportunity to sign up for committees via various forms of communication such as sign-up sheets and/or by computer.
3. At the beginning of the school year after sign ups have been gathered, along with the notification of new members, a meeting of committee members will be called by the Chair of the

council for the purpose of charging all committees with conducting their first committee meeting. At each committee's first meeting, all committees will:

- Elect a vice-chair who will lead the committee in the chair's absence
- Elect a recorder who will take minutes for this meeting and all subsequent meetings.
- Receive information about the council timeline for regular committee reports.
- Set up a meeting schedule for the rest of the year.
- Read and discuss this policy and ask the Chair of the council any questions regarding their role and duties.
- If necessary, discuss the active recruitment of parents and community members to serve on their committee.
- Discuss ongoing and any new charges from the council and develop a plan of action that includes a timeline.

AD HOC COMMITTEES

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.

1. Take minutes of the actions and decisions made by the committee at every meeting.
2. Review the minutes of each meeting at the next meeting and after making any needed corrections, approve those minutes.
3. Make committee minutes for each meeting available to the council and to any interested party after final approval.
4. 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.

First Reading: 02-23-2015

Date Reviewed or Revised: 10-22-2025

Second Reading: 03-23-2015

Council Chairperson's Initials: MCM