MCHS SBDM Policy 2.3 Committees

Purpose of Committees

Standing and ad hoc committees are established to gain input from all stakeholders including certified and classified staff, parents, students, and community members.

Standing and ad hoc committees shall serve as a council resource for gathering data and information and making recommendations to the school council.

Appointment of Committees

Standing and ad hoc committees are formed and dissolved by the school council as needed.

Membership and Election of Chair

All certified staff may participate in the shared decision making process at school by serving on committees in their areas of interest.

Each committee may consist of representatives from the faculty, support staff, parents, and students.

Committee membership is open to all interested persons, including school district staff, students, and community residents.

Committee membership will be determined by posting sign-up sheets in the school. Teachers and parents will be notified of the committee appointment. Teachers and parents who volunteer to serve on a particular committee through the sign-up process shall be considered appointed to the committee.

Committee membership at the discretion of the school council.

Committees shall elect a chairperson from their membership at the first meeting who shall serve for a term of no longer than one school year, and who is eligible to seek re-election.

Decision Making

Committee decisions shall be made by consensus. In the event that consensus is not possible, a majority of the committee may decide that an issue shall be decided by majority vote.

Duties

1. Committees shall carry out tasks assigned to them by the school council.
2. Committees shall decide to bring issues of concern or interest to the school council.
3. Committee chairs or their designees will report as requested by the school council.
4. Committee chairs shall provide the principal with written minutes of their meetings no later than 5 days after the meeting occurred.

Meetings

1. Each committee shall choose the time, place, agenda, and schedule for their meetings.
2. Committees must comply with all provisions of the Open Meetings and Open Records Laws.
3. Committees will follow the record keeping procedures used by the school council. All committee meeting minutes should be forwarded to the principal within 5 days of the committee meeting, and the principal will maintain records of the minutes.

Standing Committees

Standing committees for School Council (based on KDE Standards and Indicators for School Improvement) shall include:

1. Governance and Leadership (School Leadership Team)
   (*May include the following but not limited to)*
   a. *Budgets*
   b. *Systems*
   c. *Facilities*
   d. *Scheduling*
   e. *Programs*
2. Purpose and Direction (School Leadership Team)
   (*may include the following but not limited to*
   a. Mission and Vision
   b. CSIP
3. Teaching, Assessing & Continued Improvement
   (*may include the following but not limited to*
   a. Curriculum
   b. Instruction
   c. Assessment
4. Resources and Support Systems
   (*may include the following but not limited to)*
   a. MTSS
   b. PBIS
   c. Extra-Curricular
   d. Parent Involvement

The work of the standing committees will be assigned and designed around requirements of the Advance-Ed Standards for Quality Schools.

Continued need for standing committees will be reviewed and confirmed by the school council each August at the regularly scheduled meeting.

Ad Hoc Committees

As needed, the council may also approve ad hoc committees for specific tasks.

For these ad hoc committees, the council will identify the specific topic to be addressed in a written charge.

Committee membership will be determined by posting sign-up sheets in the school. All interested persons, including school district staff, students, parents, and community members will be notified of the committee appointment. Those who volunteer to serve on a particular committee through the sign-up process shall be considered appointed to the committee.

Ad hoc committees automatically dissolve at the completion of the assigned task.

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Principal

Council Member

Council Member

Council Member

Council Member

Council Member