

# COMMITTEES POLICY



## NAMES AND JURISDICTION OF STANDING COMMITTEES

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

### **School Climate Committee**

- Review and revise the SBDM policies on Discipline, Classroom Management and Safety Plan, School Space Use, Instructional and Non-Instructional Staff Time Assignment, School day and week schedule. Draft revisions for council approval/adoption if necessary.
- Recommend discipline, classroom management, and safety changes based on PBIS needs assessments and data gathering.
- Review and recommend ways of positively recognizing students and teachers
- Recommend use of school space ideas.
- Research Master Schedule Plan ideas to recommend to the principal
- Recommend parental involvement activities and strategies.
- 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

### **Curriculum, Assessment & Instruction Committee**

- Review and revise the SBDM policies on Curriculum, Writing, Instructional Practices, Enhancing student achievement, and Assessment. Draft revisions for council approval/adoption if necessary.
- Analyze curriculum alignment with the state standards and recommend changes.
- Development a plan of vertical alignment (between grade levels and between Union Cluster of Schools) within the core areas in order to minimize learning gaps.
- Recommend changes to the advanced courses program/policy and the writing program/policy when appropriate.
- Research and recommend instructional best practice ideas and innovations.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Coordinate the development and implementation of the School Improvement Plan.
- Additional roles/charges as assigned by the council

### **Safety Committee**

- Review and revise the School Safety Plan.
- Review and revise school drill procedures (fire, severe weather, earthquake, lockdown, etc.)
- Review and revise any other procedures pertaining to the general safety of school personnel and students before, during, or after school.
- Additional roles/charges as assigned by the council.

**NOTE:** The SBDM Council will be responsible for reviewing and revising (if necessary) its Bylaws and three policies: the Committee Policy, the Consultation Policy, and the Principal Selection Policy.

### **STANDING COMMITTEE COMPOSITION, MEMBERSHIP SELECTION, AND EXPECTATIONS**

All members of the faculty will be offered to sit on one of the standing committees. It is expected that each standing committee will have grade level (or department) representation and include at least 3 members (including chair). Any Committee that fails to garner 3 members shall become defunct for that school year and an ad hoc will be formed to address any issues that arise under a defunct committee's jurisdiction. Classified staff and students are likewise encouraged to sit on a standing committee. Standing committees that exceed 10 members shall divide into sub-committees in order to maximize efficiency.

At the Opening of the school year, the following steps will be taken to recruit members for next year's committees:

#### **August/September**

1. At the Opening Day proceedings, the principal will inform the staff of proposed Standing Committees, encouraging participation.
2. The principal (or principal's designee) will place committee sign-up sheets in a designated place (front office & Teacher work room) that is convenient to staff and parents. This shall happen during the first month of school. These sign-up sheets will include the name of each committee, the name of the current chair and a brief description of each committee's jurisdiction as outlined in the first section of this policy. Parents will be invited to be a member of a committee at large assemblies and formally invited in writing during the month of September through the weekly newsletter that is sent out. Interested parties shall notify the principal of their interest.
3. The principal will notify committee members of their appointments and assign a chair.

### **AD HOC COMMITTEES**

As needed, the council may also approve ad hoc committees for the following tasks:

1. Analyze needs assessment for the School Improvement Plan.
2. Draft components for and guide the implementation of the Plan.
3. Select textbooks and materials for specific subjects.
4. Participate in work to fill specific staff vacancies.
5. Address other needs as identified by the principal/ council.

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

The principal will invite persons to serve on the ad hoc committee and will also designate a committee member to convene the committee for its 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:

- Establish a method of determining a regular meeting schedule
- Have an established agenda prior to the meeting and take minutes of actions and decisions at the meeting
- Share minutes with the faculty within a reasonable amount of time (roughly one week)
- Share minutes with SBDM secretary the Friday before the next SBDM meeting so document can be included in the monthly packet of information that goes to members.
- Chair shall assign a member to invite questions/concerns at each faculty meeting.

**POLICY EVALUATION**

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: \_\_\_\_\_

Date Reviewed or Revised: 4-22-19 Council Chairperson's Initials P.N.

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

