

**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 five SBDM standing committees with the following names and jurisdiction:

**Planning and PD Committee**

- Review and revise the SBDM policies on Alignment with State Standards, Enhancing Student Achievement, Improvement Planning, Program Appraisal, and Technology Use. 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.
- Ensure that the council is kept informed through Implementation and Impact Checks on the Plan.
- Recommend plans for the best use of technology based on needs assessments.
- 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 Classroom Assessment, Curriculum, Writing, Instructional Practices, Homework, Lesson Plan, and School Day and Week 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.
- Recommend extra-curricular program changes and ideas.
- Recommend use of school space ideas.
- 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 (Career Day).

**School Culture and Resources Committee**

- Review and revise the SBDM policies on Safety Plan, Extracurricular Programs, School Space Use, Student Assignment, Instructional and Non-Instructional Staff Time Assignment, Wellness (Primary to Grade 5), Parental Involvement, and Safety Plan. Draft revisions for council approval/adoption if necessary.
- Recommend safety changes based on annual needs assessments and data gathering.

- Research and recommend instructional best practice ideas and innovations.
- Research homework best practices and recommend changes.
- 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 (Field Day).

### **Positive Behavior Intervention and Support (PBIS) Committee**

- Review and revise the SBDM policies on Discipline and Classroom Management. Draft revisions for council approval/adoption if necessary.
- Recommend discipline and classroom management 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.

### **Program Review and Primary Program Review**

- Review and revise the SBDM policies on Program Review and Primary Program Review. Draft revisions for council approval/adoption if necessary.
- Gather and analyze evidence submitted.
- Communicate needs and progress to staff and the council.
- Report council decisions to the staff.
- Write a professional development action plan including justification for plan components and how the action plan will be communicated to stakeholders through a variety of modes (student conferences, web sites, newsletters, etc.).
- Monitor and staff will implement the steps to strengthen the programs
- Analyze Program Review and Primary Program Review scores to determine next steps and address areas of concern.
- Analyze alignment of programs with state standards and recommend changes.
- Recommend changes to the writing program/policy when appropriate.
- Recommend extra-curricular program changes and ideas.
- 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.

### **SBDM Council**

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

## **Committee Composition**

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.

Beginning in March, the following steps will be taken to recruit members for next year's committees:

### **MARCH**

1. The principal (or principal's designee) will invite all parents in writing to sign up for committees (PTO newsletter, attachment to report card, letter home, etc.).
2. Current committee chairs (or their designees) will describe their committee's work at a PTO meeting or other parent night and a meeting of certified and classified staff called by the principal.
3. Council and committee chairs will individually and actively seek out parents and other interested community members who are representative of the diversity of our community and encourage their active participation on school council committees. A two week timeline will be set to inform and recruit parents for committee membership.

### **APRIL**

1. The principal (or principal designee) will place committee sign-up sheets in a designated place that is convenient to staff and parents. These sign-up sheets will include the name of the committee, name of the current chair, and a brief description of each committee's jurisdiction as outlined in the first section of this policy.

### **MAY**

1. The principal or SBDM Council will appoint committee members using the sign-up sheets as a basis to ensure each committee has adequate and balanced membership. Committee memberships will be assigned for staff members who do not sign up during the April window.
2. The principal will notify committee members of their appointments.

### **AUGUST**

1. The principal (or principal designee) will provide additional, well-publicized opportunity to sign up for committees for both new staff and all parents.
2. The principal or SBDM Council will make appointments from the August sign-ups and set up a timeline for regular committee reports/minutes to the council for the coming school year.
3. As soon as possible following the August council meeting, the principal will call a faculty meeting for the purpose of letting all committees hold their first meeting. At that meeting all committees will:
  - Elect a chair whose responsibilities include dispersing information to committee members, calling meetings when necessary, and keeping meetings focused on the task at hand.

- Elect or appoint a recorder who will take minutes at the first meeting as well as all subsequent meetings.
- Elect or appoint a vice-chair who will assume the responsibilities of the chair in his/her absence.
- Receive information from the principal about the council timeline for regular committee reports.
- Set up a meeting schedule for the rest of the year.
- Read and discuss the Committee Policy and the committee's responsibilities 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 the committee.
- Discuss ongoing and any new charges from the principal/council and develop a plan of action that includes a timeline.

### **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 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 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 Meeting Law. To comply with that law, each committee will:

1. Establish a regular meeting schedule at the committee's first meeting of the 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 the members decide the date, time, place, and agenda.
  - b. Those who make the decision to have the meeting put the date, time, place, and agenda in 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, or sent by US mail to all members of the committee early enough so that each receives 24 hours before the meeting. Neither email nor the telephone can be used to deliver these notices.

- d. If any media organization has asked for notice of special meetings, those calling the meeting will hand-deliver, fax, or send by US mail copies of the written notice to the agency requesting the notice so that they will receive it 24 hours before the meeting. Neither email nor the telephone can be used to deliver these notices.
- 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 the principal receives an official copy to be kept with school records as required by Kentucky's Archive rules. A committee binder is located in the Principal's office to retain copies of committee minutes.

**POLICY EVALUATION**

---

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

First Reading: 02-23-2015

Second Reading: 03-23-2015

Date Reviewed or Revised: \_\_\_\_\_

Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_

Council Chairperson's Initials \_\_\_\_\_