

COMMITTEES POLICY



NAMES AND JURISDICTION OF STANDING COMMITTEES

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

Curriculum Committee

- Curricular changes (course description book and procedure of requesting changes), approval or new classes, focus on big picture of how new classes would affect current programs. Oversight of course description book (publication, contents, distribution). This committee would be comprised of the department chair from each of our content areas.

Advisory Team for Response to Intervention

- Examining and surveying the Response to Intervention program for at-risk students. Assessing the effectiveness of the programs, as well as participating in quarterly reviews of specific student data and progress. Make priority recommendations on improvements to the program, as well as maintaining an effective program through completing the charges.

Student and Teacher Services

- Procedures and Policies regarding student services. Examples include Dress Code, safety plan, academic signings, Dance Policy, plan for communications/gifts/flowers to staff and students following deaths, birth, marriages, birthdates, and other important personal and professional events. Committee will also work in conjunction with PTSO to secure incentives, rewards, and recognition as needed for public relations events.

PBIS

- Positive Behavior Intervention and Supports-- decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

Instructional Leadership Team

- Teachers serving as the leader of the Instructional Leadership Team will have opportunities to meet to discuss effective practice as it relates to leading the work of scope and sequencing, common assessments and expectations with student work.

STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION

All members of the faculty will serve on at least one standing committee. SBDM teacher reps and other anointed positions are exempt but may serve on a standing committee by choice.

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 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:

1. Establish a regular meeting schedule at its first meeting of each 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 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 a 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 they will receive it 24 hours before the meeting. Neither e-mail 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 e-mail 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.
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POLICY EVALUATION

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

Date Adopted:

Date Reviewed or Revised: **04/5/2011** Council Chairperson's Initials _____

Date Reviewed or Revised: **05/10/2012** Council Chairperson's Initials _____

Date Reviewed or Revised: **05/14/2014** Council Chairperson's Initials _____

Date Reviewed or Revised: **05/17/2017** Council Chairperson's Initials _____