

Ockerman Elementary Site Based Policy 6.6 TO BE UPDATED Ockerman Elementary School Formation of Committees

Definition: The Council determines which committees are to be formed. The committee titles will be posted on SBDM Council Bulletin Board for individuals interested in serving on the committee. The list will be collected at the next regularly scheduled meeting.

For the first committee meeting, the person designated to convene this meeting shall call a special meeting within 15 days after the membership is decided by the Council. A member of SBDM Council will attend the first meeting to discuss any directives and answer any questions.

At the first meeting the committee shall:

- Elect a chairperson
- Elect a recording secretary
- Designate a regular meeting date, time, and place (by consensus)
- Discuss the directive(s)

Types: Committees which will operate under the guidance of the Council:

Standing Committee – Standing Committees shall be formed to develop and monitor a plan for improving Ockerman Elementary School. The committees shall be responsible for:

- Assessing the needs of the school.
- Getting input from teachers, students, parents, staff and others.
- Setting priorities for school improvements
- Monitoring the progress of plan implementation
- Staying abreast of school effectiveness trends, concepts, and issues
- Coordinating planning with other standing committees.

Each standing committee must consist of at least four (4) members, one of which may be a member of the Council. At least (1) parent and two (2) teachers shall serve on each standing committee. Additional representation will be determined by the Council. A standing committee shall be appointed by the Chairperson and approved by the Council. Standing committees shall report to the Council in writing, their actions shall be advisory and not authoritative.

Standing Committees are:

Curriculum & Instruction Committee – charge with the task of assessing, designing, and evaluating curriculum and writing curriculum policies.

Discipline Committee – charged with the task of reviewing and giving recommendations for student discipline and writing policies.

Technology Committee – charged with the task of assessing needs, writing a plan, and writing technology policies.

School Improvement Plan Committee – charged with the task of determining school goals and the plan for achieving them.

Assessment Committee – charged with the task of analyzing scores, assessing needs, and making recommendations to the School Improvement Plan.

Ad-Hoc Committee – Ad-Hoc Committees shall be formed to help complete specific tasks. Once the task is completed, the committee shall be abolished. Ad-Hoc Committees shall be formed by the Council chairperson with approval by the Council. The size of committees and representation shall be determined by the Council. (See Curriculum Comm. 1.1 for update)

Chairperson – Standing and Ad-Hoc committees shall elect, by a majority of the members, a chairperson and vice chairperson from its membership.

Resources – All resources needed by committees shall be appropriated by the Council.

Term – Standing committees shall serve for one year beginning July 1st and ending June 30th. Ad-Hoc committees shall serve for one year beginning July 1st and ending June 30th. Ad-Hoc committees shall serve until they are abolished, not to exceed 1 year. All committee members may serve consecutive one year terms.

Principal: *Nancy Duley*

SBDM Secretary: *Colleen Belmer*

Date of Approval: 10/21/1997

OCKERMAN ELEMENTARY S.B.D.M. COUNCIL
STANDING COMMITTEE RESIGNING/JOINING
FORM

Dear Chairperson of _____ Committee:

I _____ would like to resign from /
join the _____ committee, and would like
your approval as well as approval of the School Based Council of Ockerman
Elementary School.

I am presently on the _____ Committee.

Date

Committee Chairperson

Date

Approved by SBDM Council