

# WELLINGTON ELEMENTARY COMMITTEES POLICY

## NAMES AND JURISDICTION OF STANDING COMMITTEES

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**Wellington will have five SBDM (Site Based Decision Making Council) standing committees with the following jurisdictions:**

### DIVERSITY, EQUITY, INCLUSION, AND BELONGING

- Support council's review and revisions of the SBDM policies on **Student Assignment, Enhancing Student Achievement**. Draft revisions for council approval/adoption.
- Coordinate and support implementation of Social and Emotional Learning (SEL) programming
- Research and recommend culturally responsive best practices
- Support adults to strengthen practices that promote equity and inclusiveness
- Promote diversity and multicultural experiences in the school
- Increase student voice in the educational process
- Additional roles/charges as assigned by the council.

### CURRICULUM, INSTRUCTION, AND ASSESSMENT

- Support council's review and revisions of the SBDM policies on **Curriculum Responsibilities, Alignment with State Standards, Instructional Practices, Primary Program, Writing** and **Classroom Assessment**. Draft revisions for council approval/adoption.
- Analyze data from state, district, and school-level assessments.
- Review CSIP (Comprehensive School Improvement Plan) with admin team, complete Needs Assessment, and other portions of the CSIP.
- Review PLC (Professional Learning Community) process and support implementation
- Additional roles/charges as assigned by the council.

### PBIS (Positive Behavior Interventions)/CLIMATE/WELLNESS

- Support council's review and revisions of the SBDM policies on **Discipline/Classroom Management/Safety Plan and Wellness**. Draft revisions for council approval/adoption.
- Steward of School-wide Discipline Plan
- Serve as PBIS Tier 1 Team
- Analyze staff and student climate surveys and recommend strategies to improve student behavior and staff morale.
- Plan and implement school-wide rewards and student celebrations of behavior
- Promote strategies for student and staff self-care and mental/physical Wellness
- Additional roles/charges as assigned by the council

### OPERATIONS/TECHNOLOGY/PROFESSIONAL LEARNING

- Support council's review and revisions of the SBDM policies on **Instructional and Non-Instructional Staff Time Assignment, School Day and Week Schedule, School Space Use, and Technology Utilization**. Draft revisions for council approval/adoption.
- Promote, support, and model creative and innovative ways to integrate technology by sharing ideas, searching for new tools and answering questions.
- Provide job embedded professional development to staff on effective uses of technology and other instructional practices.

- Effectively utilize and monitor technology programs used for instruction. Reviewing costs and usage data.
- Problem-solve any issues that arise during day-to-day operations of the school.
- Determine staff professional learning needs and assist with planning and implementation
- Research and recommend instructional best practice ideas and innovations.
- Additional roles/charges as assigned by the council.

## **FAMILY ENGAGEMENT/ARTS**

- Support council's review and revisions of the SBDM policies on **Program Appraisal, Parent and Family Involvement and Extracurricular Programs**. Draft revisions for council approval/adoption.
- Engage students, families, and community as authentic partners
- Recommend, plan and promote school and grade level events such as music programs, in school performances, academic achievement celebrations, family nights, etc.
- Additional roles/charges as assigned by the council.

The **SBDM COUNCIL** will be responsible for reviewing and revising its **Bylaws, Committees, Emergency Management Plan, Consultation, and Principal Selection**.

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

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- All certified staff members will serve on at least one standing committee with appropriate representation from all areas of school grades/programs.
- Good faith efforts will be made to include families and Classified staff on each committee and to provide a diverse representation of our school community.
- The chair of each committee will be appointed by the principal with intentional focus for the position that oversees the major role of that committee.
  - If no such position exists for a committee, the principal will appoint a chair for the first committee meeting and the committee will elect a chair at the first meeting of the committee.

During the first 45 days of the year, the principal (or principal designee) will ensure that all stakeholders and interested persons, **including but not limited to classified employees and parents/families** are extended the opportunity to become engaged in the shared-decision making process for our school through membership in school council standing committees. The following steps should be taken to set up committees each year:

1. Certified and Classified staff members will be given an opportunity to sign up for committees via electronic or paper format. Staff members will be asked to rank their choice of committee, 1-5, after which time staff will be assigned one committee. All efforts will be made to assign an individual's highest choice.
2. Families will be informed about and invited to sign up for committees via school communication (electronic communication, PTA newsletter, social media, etc.). Families will be asked to rank their choice of committee, 1-5, after which time he/she will be assigned one committee. All efforts will be made to assign an individual's highest choice.
3. After committees have been formed and communicated to staff members and any family participants, committee chairs will be determined, a tentative committee schedule will be made and communicated.
4. At the first meeting, each committees will:

- Determine a vice-chair who will lead the committee in the chair's absence
- Determine a recorder who will take minutes for this meeting and all subsequent meetings.
- Receive information about the council timeline for regular committee reports.
- Review the tentative committee meeting schedule.
- Read and discuss this policy 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 their committee.
- Discuss ongoing and any new charges from the council and develop a plan of action that includes a timeline.
- Provide input regarding the next month's agenda items.

## **AD HOC COMMITTEES**

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1. As needed, the Council may also approve ad hoc committees.
2. The Principal will appoint the chairperson for all ad hoc committees.
3. Ad hoc committee membership may have grade level and departmental representation, as deemed necessary by the council.
4. The Principal may appoint members under the following circumstances:
  - a. To create balanced membership
  - b. To establish a committee in a timely manner.
5. Ad hoc committees automatically dissolve when they have completed their assigned task or tasks.

## **OPERATING RULES FOR ALL COMMITTEES**

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All committees established by the **SBDM council are public agencies subject to Kentucky's Open Meetings Law**. To comply with the law, each committee will:

1. **Establish a regular meeting schedule and make that schedule available to the public by posting it in a place convenient to the public**, such as the school website.
2. Hold meetings that are not on the regular schedule after following **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 will 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, \*emailed, or sent by U.S. mail to all members of the committee early enough so that they will receive it at least 24 hours before the meeting.**
  - d. **If any media organization has asked for notice of special meetings, those calling the meeting will hand-deliver, fax, \*email, or send by U.S. mail copies of the written notice to the agency requesting the notice.**

***\*Those wishing to receive notification by email must have a request in writing on file at the school.***

- 1. Take minutes of the actions and decisions made by the committee at every meeting.***
- 2. Review the minutes of each meeting at the next meeting and after making any needed corrections, approve those minutes.***
- 3. Make committee minutes for each meeting available to the council, principal, SBDM secretary, and webmaster after final approval.***
  - a. Determine and assign action items for completion prior to the next meeting.***
  - b. Provide input regarding agenda items for the next meeting.***
- 4. Take minutes ensure that the principal receives an official copy to be kept with school records as required by Kentucky's Archive rules.***

## **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our school improvement planning process.

**First Read: 8/17/22**

**Second Reading: 9/14/22:**