

## **Policy 12.00**

### **Committees**

#### **Purpose**

Committees at Bryan Station Middle School shall work under the authority of, and as an extension of, the SBDM Council to further the educational mission, vision, and goals of the school community.

#### **Committee Appointment**

At the first staff meeting of each school year, certified staff members will select their top two committee choices. The principal or a designee shall, no later than the regularly scheduled September SBDM Council Meeting, appoint all certified staff members to at least one committee. When assigning committee members, the principal or their designee shall assure that each committee has equal representation from content areas, grade levels, and/or teams.

#### **Membership and Chairpersons**

Every certified staff member shall serve on at least one committee. The principal shall, no later than the regularly scheduled September SBDM council meeting assign staff to committees as he or she feels necessary to ensure equal representation from content areas, grade levels, and/or teams. Each teacher representative elected to the SBDM council shall chair one committee. The committee chairpersons will be appointed by the principal each year. If necessary, the principal may ask teachers to serve on multiple committees in order to assure each committee has equitable representation. The appointed chairperson will report all meeting minutes to the SBDM Council and make them available to staff upon request.

#### **Decision Making**

All decisions shall be made by majority vote. Voting may be done at either a regularly scheduled or special called committee meeting, or through electronic voting.

#### **Meetings**

All committees established by the SBDM Council are public agencies subject to Kentucky's Open Meetings Law. In order to comply with this law, committees shall follow these guidelines:

1. The principal shall, no later than September 1<sup>st</sup> of each school year, set the committee meeting schedule for the current school year.
2. Special called meetings shall follow the BSMS SBDM guidelines for special called meetings set forth in Article V. Section B of the By-Laws.
3. Committees will keep written minutes for each meeting and submit a copy of those minutes to the Council by the next Council meeting.
4. Review the minutes of each meeting and approve them at the very next meeting, after deciding on any needed corrections.
5. Make committee minutes for each meeting available to the Council and to any interested party after final approval of the minutes.
6. Committees shall maintain a focus on the mission and vision of Bryan Station Middle School and align their work with the School Improvement Plan.
7. Committees shall make increasing student achievement their primary responsibility.
8. Staff members are expected to attend all committee meetings.

## **Standing Committees**

There shall be six standing committees:

- Curriculum, Instruction, Planning, and Growth (CIPG)
- Professional Development
- Budget
- Program Reviews
- Technology
- Positive Behavioral Intervention and Support

Each standing committee shall, in addition to the duties and responsibilities mentioned herein, have the responsibility of annually reviewing their respective duties, responsibilities, and any governing policies, and making recommendations for revision to the council.

## **Ad Hoc Committees**

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 must have grade level and departmental representation.
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.

# Committee Responsibilities

## Curriculum, Instruction, Planning, and Growth (CIPG) Committee

The Curriculum, Instruction, Planning, and Growth committee shall monitor student performance data and offer recommendations to the SBDM council on topics including but not limited to:

*School Improvement Plan -Including Monitoring and Implementation*

*Course offerings*

*School day schedule*

*Textbook selection – With input from department chairs and content area representatives*

*School goals and objectives*

*Teacher professional development needs*

The Curriculum, Instruction, Planning, and Growth committee shall report to the professional development committee on the professional development needs of the staff in order to reach the goals set in the school improvement plan.

## Professional Development Committee

The professional development committee shall, utilizing input from the CIPG committee, and program reviews committee, offer recommendations to the council on topics including but not limited to:

*Professional development needs of the staff*

*Professional development hours obtained by staff members*

*Approval of individual professional leave requests submitted by staff*

*Professional development budget and expenditures*

## Budget Committee

The budget committee shall be responsible for approval of budget requests made by staff members in accordance with the Bryan Station Middle School SBDM Budget Policy. Per policy, the budget committee shall be responsible for making recommendations for all budget requests that exceed \$1000.00, and reporting all approved expenditures to the council. The budget committee will also annually review the Budget Policy and make any recommendations for change to the council for consideration.

## Positive Behavioral Intervention and Support (PBIS)

The PBIS committee shall be responsible for the promotion of positive student behavior through building positive relationships with students, staff, parents, and community members. Through the use of various data sources, school-wide assessments, and the ongoing review of discipline data the PBIS committee will develop, implement, and monitor, and a school wide positive behavioral intervention support system. This will include but shall not be limited to:

- The evaluation and revision of the school discipline policy.
- Oversight and implementation of the parental involvement policy.

## Program Review and Evaluation Committee

The program review committee shall be responsible for the ongoing evaluation of the arts and humanities, practical living and career studies, and writing programs. These duties shall include but not be limited to the following:

*Execution of the Arts & Humanities Program Review*

*Execution of the Practical Living & Career Studies Program Review*

*Execution of the Writing Program Review*

*Development and continuous evaluation of policies pertaining to all program reviews*