

Veterans Park Elementary School COMMITTEE POLICY

PURPOSE

The purpose of committees is to operate under the direction of the Council, involve interested parties in the decision making process, and perform the following duties:

1. Carry out the goals and action plan identified in the School Improvement Plan for their respective committees
2. Determine new goals and actions for future improvement plans
3. Research and gather information in the areas of their responsibility
4. Make recommendations to the Council for its approval
5. Perform other duties as identified by the Council and listed in this policy

I. COMMITTEE MEMBERSHIP AND OFFICERS

- A. COMPOSITION:** Each certified staff member may also serve on one committee as well in a content area group. Each standing committee may also consist of members from the classified staff and parent representatives when available for the Student Achievement, Practical Living, Arts & Humanities and School Improvement Committee. Classified staff members, other parents, and all interested community members provide valuable insight and are encouraged to attend committee meetings.
- B. MEMBERSHIP SOLICITATION:** Committee membership will be open for interested parties at the beginning of the school year. Applications for parents will be sent home with each student in the student folder and available on the parent information table. Positions will be advertised in the VPE newsletter and PTA newsletter. Interested persons may also notify the principal directly. The principal and/or Council has the authority to appoint staff members and parents to committees.
- C. DETERMINATION OF MEMBERSHIP:** Lists of committee membership shall be presented to the Council by the principal for approval. The Council may limit membership of a committee. A brochure containing the composition of the committees, and dates and times of committee meetings will be published and sent home to parents during the fall semester.
- D. MEMBERSHIP TERMS:** Standing committee membership for certified staff will last for at least two school years, and will change in odd numbered years. Parent representative membership will be for one year. Parents may serve for more than one year on a committee if approved by the Council.

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Adopted: 1-5-04

Revised: 4-11-07

Revised: 4-8-13

Revised: 12-2-14

Revised: 6-7-16

Revised: 9-17-17

- E. AD HOC COMMITTEES:** When the Council determines that an ad hoc committee is needed, it shall also determine the number of committee members, and the groups that are to be represented. The principal will appoint members to the committee.
- F. CHAIRPERSON DUTIES:** The chairperson shall:
1. Prepare and distribute a preliminary agenda for approval or revision by the committee.
 2. Make it available to all committee members.
 3. Conduct the meeting.
 4. Present reports and recommendations from the committee to the faculty and Council, or designate another member to do so.
 5. Communicate Council requests to the committee members.
 6. Monitor completion of committee actions.
- G. RECORDING SECRETARY DUTIES:** The recording secretary shall:
1. Take attendance.
 2. Record the minutes of the meeting and distribute them as directed in this policy.

II. COMMITTEE MEETING SCHEDULES AND OPERATIONS

The fourth Tuesday of each month after school will be kept available on the school calendar and free of other meetings if a committee wants to use that time as a regular meeting. The chairperson may call special meetings as needed. Members will be notified about special called meetings via hand delivery, fax, US mail or email for those members who have a written notification on file that want to be notified by email. All meetings are open to the public. Canceled or rescheduled meetings will be posted on the VPE website and all committee members will be emailed at least 24 hours prior to the meeting time.

- A. INITIAL COMMITTEE MEETING:** The principal shall designate one committee member to convene the committee for its first meeting by September 30. At the first meeting the committee shall:
1. Elect a recording secretary.
 2. Elect a chairperson.
 3. Review committee roles and responsibilities, Council directives, and School Improvement Plan goals and action plans.
 4. Establish monthly meeting times and dates.
- B. AGENDA ITEMS:** Each committee shall set an agenda for each meeting. A tentative agenda shall be established at the end of each meeting for the next meeting and become part of the minutes. Additional agenda items are to be submitted to the chairperson who will add these to the tentative agenda. The chairperson shall post minutes on the VPE webpage. At the start of the meeting the committee shall review the tentative agenda to determine which items will become part of the established agenda for that meeting.

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- C. MINUTES:** The recording secretary shall take minutes of each meeting and distribute the draft minutes to each committee member. The committee shall approve the minutes at the next regularly scheduled meeting. Copies of the minutes shall be submitted to the principal, or his or her designee, for distribution to the Council to be placed in the committee section of the SBDM notebook. Minutes shall also be posted on the Committee Minutes section of the VPE website.
- D. PARTICIPATION AND DISCUSSION:** Any employee of the school district, parent, or community member may participate in the discussion of agenda topics. The committee may set time limits for discussion.
- E. DECISION MAKING:** A majority of the committee members or their designee must be present for the committee to approve a recommendation to the Council. All committees shall use consensus decision making as the primary method of making decisions. In the event that consensus cannot be reached, the chairperson may call for a majority vote. Everyone in attendance may contribute to the discussion, however, only the committee members may be a part of the consensus or vote.

III. JURISDICTION OF COMMITTEES

GENERAL RESPONSIBILITIES: Committees shall:

1. Carry out their roles as directed by the Council and obtain Council approval for all goals and action plans
2. Perform duties as specified or assigned by the Council
3. Complete committee requirements for the School Improvement Plan

IN-SCHOOL PERFORMANCES/EXTRA CURRICULAR ACTIVITIES & PROGRAM ASSURANCE COMMITTEE:

- a. **VISUAL & PERFORMING ARTS/GLOBAL COMPETENCY & WORLD LANGUAGES PROGRAM REVIEW COMMITTEE**
- b. **WRITING PROGRAM REVIEW**
- c. **PRACTICAL LIVING PROGRAM REVIEW**
- d. **PRIMARY PROGRAM REVIEW**

(Membership – parents & staff)

1. Analyze the program review demonstrators and characteristics
2. Determine essential elements that show effective implementation of demonstrators and characteristics
3. Identify effective evidence
4. Develop a narrative rationale to support assigned score

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5. Communicate with staff the findings of the committee work and collect feedback as needed
6. Select and book in-school performances reflecting the three cultures (West Africa, Appalachia, and Native America) as represented in the Arts and Humanities Core Content
7. Decides on use of budget to help extra-curricular groups such as chorus, band, orchestra, and academic team and to purchase supplies as necessary.
8. Work with SBDM Council, principal and other SBDM standing committees to facilitate the development, implementation and monitoring of the School Improvement Plan.
9. Work closely with the first vice president of the PTA or designee to determine programming for in-school performances
10. Other duties as assigned by the principal or Council

B. WELLNESS & RESOURCES COMMITTEE (Includes PBIS)

(Membership – parents & staff)

1. Annually review and revise (if necessary) the SBDM policies on Discipline, Classroom Management and Safety Plan, Emergency Management Plan, Extracurricular Programs, Instructional and Non-Instructional Staff Time Assignment, Parental Involvement and *Wellness* (Legally required for Primary to grade 5). Draft revisions for council approval/adoption.
2. Develop a set of “non-negotiable” school rules consistent with district policies and directives.
3. Review/revise the school-wide discipline plan as needed based on feedback and data.
4. Recommend discipline and classroom management changes based on annual needs assessments and data gathering.
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6. Review the school safety plan every odd numbered year following the procedures outlined in the Discipline, Classroom Management, and School Safety Policy. Recommend any necessary changes based on needs assessments and data gathering.
7. In consultation with the council and first responders, recommend changes in the Emergency Management Plan based on the annual review of the plan.

C. Planning & Professional Development COMMITTEE

(Membership - Primary Content Group)

- a) Develop, coordinate and administer professional development activities
- b) Gather input from other SBDM committees to determine professional development needs of the staff
- c) Formulate an annual Professional Development Plan with the SBDM Council’s approval, and submit approved plan to the Kentucky Department of Education
- d) Monitor progress of required PD hours

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- e) Other duties assigned by the principal or Council

D. SCHOOL IMPROVEMENT COMMITTEE

(Membership– committee and grade level chairs)

1. Develop, coordinate, and monitor all long-range planning for the school
2. Serve as the monitoring committee for the ongoing implementation of the School Improvement Plan and/or the Southern Association School Renewal Process
3. Review past goals and suggest direction for establishing new goals for the committees
4. Analyze state testing data results, determine areas of weakness, and identify committees to develop strategies, which will impact these areas
5. Establish the SCIF budget and submit to the SBDM Council for approval
6. Review expenditures and determine new budget implications with recommendations to the SBDM Council
7. Other duties assigned by the principal or Council

E. COMMUNICATION AND STAFF CLIMATE COMMITTEE

(Membership – Staff only)

1. Operate according to the Social Guidelines established by staff – see staff handbook.
2. Coordination of social media outlets
3. Communication of ongoing events
4. Other duties assigned by the principal or Council

F. STUDENT ACHIEVEMENT COMMITTEE

(Membership– parents & staff)

1. COMMUNICATION & EQUITY

- a) Assess needs and develop plans for effective communication among all staff members, parents, and community
- b) Plan and conduct activities to promote a positive image of the school in our community
- c) Address staff, parent, and student morale by conducting a morale survey of staff and parents on alternating years.

2. CURRICULUM/EQUITY/RESOURCES

- a) Analyze achievement/assessment data to establish curriculum and instructional goals
- b) Analyze outcomes and assessment in relation to meeting the needs of all children
- c) Make recommendations pertaining to any changes and/or additions to the school curriculum/equity/resources (i.e. textbook adoption plan)
- d) Develop plans to improve student performance in all of the academic area and make recommendations for professional development

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- e) Determine reporting processes and instrument to be used for communicating student performance to parents
- f) Develop the ESS plan and implement according to District guidelines
- g) Address equity issues
- h) Other duties assigned by the principal or Council

3. TECHNOLOGY

- a) Develop, implement and annually update the school's technology plan and KETS budget to support the school's School Improvement Plan
- b) Submit the Technology Plan, including the KETS budget to the SBDM Council for approval annually
- c) Assess the staff's needs and plan for professional development to meet these needs
- d) Participate in professional development activities as presenters when appropriate
- e) Other duties assigned by the principal or Council