

HARRISON ELEMENTARY SBDM Committee Policy

Rationale: KRS 160.345-2(c)2: “If a school council establishes committees, it shall adopt a policy to facilitate the participation of interested persons, including but not limited to, classified employees and parents. The policy shall include the number of committees, their jurisdiction, composition, and the process for membership selection.”

In order to increase understanding of the work of various SBDM committees (Standing Committees: Arts & Humanities Program, Writing Program, Practical Living Vocational Skills, Primary Program, Professional Development, Ad-Hoc Committees: Technology, Professional Development, School Climate, Wellness, Curriculum & Instructional Strategies), the Council has developed a set of responsibilities for each one.

Goals and Supportive Principles: In order to ensure that a broad base of representation is used in decision making, the Council shall utilize committees to consider, to investigate and to make recommendations to the Council. This policy shall facilitate the work of each of the SBDM Committees.

Policy Provisions: Each committee shall meet as directed by the Council or as needed. The Standing Committee charges in Appendices 1-5 and the Ad Hoc Committee charges in Appendices 6-7 shall serve to fulfill Section X-A and B of the Bylaws.

Procedures Established for Policy Implementation: Committees shall be formed yearly. All certified staff based at Harrison shall be required to serve on a standing committee. A faculty meeting shall be held by November 1 of each school year for the purpose of forming committees. The meeting shall be organized to have representatives sign up for the five Standing Committees from early primary, upper primary, intermediate and special area. The Ad Hoc Committees shall be formed on a voluntary basis. Parents and Classified Staff shall be asked to volunteer on a committee of their choice.

Exceptions: The Council may at its discretion allow for exceptions to the provisions in any or all of the charges.

Related Policies: Council By-laws, Section X-A and B.

Appendix 1

The functions and responsibilities of the Program Review Committees including: Writing, PLVS, Arts & Humanities, and Primary Program Review Committees shall be

- To conduct an overall review of the specified program (including Writing, PLVS, Arts & Humanities, and Primary Program) and determine a performance level for the component area according to the guidelines and standards provided by the state of Kentucky as per the Unbridled Learning System. Goals of the reviews include:
 - To determine the level of effectiveness of the curriculum being provided to students in the component area.
 - To determine the level of effectiveness of assessment and feedback to students in the component area.
 - To determine the level of effectiveness of professional development provided to faculty and staff in the component area.
 - To determine the level of communication effectiveness between school and home in the component area.
 - To identify material and human resource needs and make recommendations for improvement in each component area.

Appendix 2

Staff Development Committee shall be:

- To conduct a faculty needs assessment to determine priorities for professional growth and development. This shall include consultation with other SBDM committees.
- To advise the staff of district and state mandates regarding professional development.
- To develop and propose a planned program for staff renewal and improvement activities including budgetary implications in the SIP.
- To facilitate total faculty in-service opportunities, inform staff of other opportunities for professional development, and assist new staff members to access required training.
- To perform other specific tasks as identified by the committee itself or as assigned by the SBDM Council.

Appendix 3

The functions and responsibilities of the School Climate/Communication Committee shall be:

- Establishes activities to improve the status of staff morale.
- Collects annual social dues from faculty and staff.
- To provide leadership and coordination to school efforts to maintain effective communications within the school and its community.
- To perform other specific tasks as identified by the committee itself or as assigned by the SBDM Council.

Appendix 4

The functions and responsibilities of the Curriculum and Instructional Strategies Committee shall be:

- To analyze and assess KPREP and other relevant data regarding student performance to determine instructional needs.
- To develop policies on how instruction will be implemented and how time and other resources are effectively utilized, and how the staff is involved in participatory decision making.
- Verifies that there are programs and activities available to serve a wide range of student educational needs.
- To identify, analyze, and recommend for purchase, school resources, which enhance teaching/learning productivity, support SIP goals, and insure multicultural representation in teaching materials.
- To perform other specific tasks as identified by the committee itself or as assigned by the SBDM Council.

Appendix 5

The functions and responsibilities of the Wellness Committee shall be:

- To provide leadership and coordinate the assessment of school needs as relates to the health and wellness curriculum.
- To propose long-range planning and priorities for improvement.
- To engage in continuous monitoring of the curriculum to insure alignment with all state and district standards.
- To provide timelines and indentify resources to facilitate the accomplishments of stated goals.
- To generate school, district, and community support of the school plan.
- To perform other specific tasks as identified by the committee itself or as assigned by the SBDM Council.

Appendix 6

The functions and responsibilities of the Technology Committee shall be:

- To continually assess, monitor and make recommendations in accordance with KETS requirements regarding the integration of technology into the curriculum.
- To develop goals and strategies for improvements with budgetary implication for inclusion in the SIP.
- To provide information and recommendations regarding professional development.
- To keep staff informed of KETS requirements and other technological concerns.
- To maintain an up-to-date inventory of available technological equipment and materials.
- To perform other specific tasks as identified by the committee itself or as assigned by the SBDM Council.