

ATTACHMENT F DIXIE MAGNET ELEMENTARY SCHOOL COMMITTEES 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:

- Carry out the goals and action plan identified in the Comprehensive School Improvement Plan (CSIP) for their respective committees
- Determine new goals and actions for future Comprehensive School Improvement Plans
- Research and gather information in the areas of their responsibility
- Make recommendations to the council for their approval
- Perform other duties as identified by the Council and listed in this policy

I. COMMITTEE MEMBERSHIP AND OFFICERS

SERVICE REQUIREMENT: Each certified staff member shall serve on one committee. If a certified staff member is unable to serve, s/he may submit a request for exemption in writing to the school Council. The Council will notify the certified staff member of approval or denial. It is recommended that service be for two (2) years with only one-half of the members rotating off each year. Council members serve as ex-officio members of all committees and are not required to serve during the Council term on standing committees. Classified staff member, parents, and all interested parties are encouraged to serve on committees. Staff members serving as Chairperson will only chair one committee per year.

CHAIRPERSON DUTIES:

The chairperson shall:

- Attend training session at the beginning of the year to review procedures and purpose of committees.
- Prepare and distribute a preliminary agenda for approval or revision by the committee.
- Post the agenda on the SBDM Bulletin Board and make it available to committee members.
- Conduct the meeting.
- Serve on Planning, Evaluation and Budget Committee
- Present reports and recommendations from the committee to the faculty and Council or designate another member to do so.
- Communicate Council requests feedback to the committee.
- Monitor completion of committee actions.
- Maintain official minutes and the work of the committee in committee binder.

RECORDING SECRETARY DUTIES:

The recording secretary shall:

- Take attendance.
- Record the minutes of the meeting and distribute them as directed in this policy.

- The recording secretary will serve as Chair in the event that the Chair is absent.

II. COMPOSITION AND MEMBERSHIP

COMPOSITION: Each standing committee shall consist of certified staff members and parents. (Minimum of one parent on each committee.) Administrative staff, classified staff, and the community at-large would provide valuable insight and are encouraged to have representation on each committee.

MEMBERSHIP SOLICITATION: Committee membership will be open for interested parties at the beginning of the school year and will be advertised in the Dixie newsletter, through the PTA Board, and by the principal. Sign-up sheets for parents and community persons shall be located on the SBDM bulletin board and in the principal newsletter. Interested persons may also notify the principal. The principal and/or Council has the authority to appoint staff members and parents to committees.

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.

MEMBERSHIP TERMS: Committee membership will last for two school years, on alternating/rotating cycles.

AD HOC COMMITTEES: When the Council determines that an ad hoc committee is needed, it shall also determine the number of committee members, the groups that are to be represented, and the method for selecting members. The Council may also appoint members to the committee.

III. COMMITTEE OPERATIONS

All meetings shall be in compliance with the Open Meetings Law.

INITIAL COMMITTEE MEETING: The principal shall designate one committee member to convene the committee for its first meeting at the beginning of the school year. At the first meeting the committee shall:

- Elect a chairperson.
- Elect a recording secretary.
- Designate a regular meeting schedule with dates, times, and location.
- Review committee roles and responsibilities, Council directives, and SIP goals and action plans for the coming year.
- The chairperson shall submit a list of the dates, times, and location of meetings to the principal.

AGENDA ITEMS: Each Committee shall set an agenda for each meeting. A template may be found on the server. (Go to My Network Places, Click on Forms on Dixie_APP, Click on

Minute Template. Copy the blank template and type in agenda. Save As: Committee Name, agenda (date-month, day, and year), File in Teacher Folders under Committee Minutes) 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 distribute the tentative agenda with the minutes to each Committee member and post it on the school Council bulletin board prior to the meeting. 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.

MINUTES: The committee's recording secretary shall take minutes of each meeting, review these with the chairperson prior to distribution, and distribute the minutes to each committee member. The committee shall approve the minutes at a regularly scheduled meeting. The secretary shall file a copy of the minutes in a committee notebook, which will be available upon request. Copies of the minutes shall be submitted to the principal and Council secretary for distribution to the council. Minutes shall also be posted on the Council bulletin board. (Go to My Network Places, Click on Teacher Folders, Click on Committee Minutes. Copy Agenda for meeting, complete minutes on the new form. Save As: Committee Name, minutes (date-month, day, year), File in Teacher Folders under Committee Minutes) (The minute template/format is located

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.

DECISION MAKING: A majority of the Committee members 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.

SPECIAL MEETINGS: All special meetings shall be in compliance with the Open Meetings Law. The chairperson of a committee or a majority of the members may call a special meeting. Whoever calls the special meeting must take the following steps:

Written Notice and Required Contents. A written, signed notice must state the date, time and place of the special meeting and the agenda for the meeting. Legally, no issues can be discussed at the special meeting except those listed on the agenda.

Delivery of Notice. The written, signed notice must be delivered to every committee member and to any media organization that has asked to be notified of the committee's meetings. The delivery can be made by hand, facsimile machine, or mail; however, the method must be one that allows the notice to arrive at least 24 hours before the time set for the meetings.

Posting of Notice. The notice must be posted conspicuously at the school, and also at the building where the meeting will be held if the meeting will not be held at the school. These

copies must be posted as soon as possible after the meeting is called, and definitely not less than 24 hours before the meeting will be held.

In an emergency, determined by the Council Chairperson or the majority of the Council, 24-hour notice is not required. The person chairing the meeting must begin the meeting by describing the emergency circumstances and stating why the prevented compliance with sections (3) and (4) of KRS 61.823.

III. NAMES AND JURISDICTION OF STANDING COMMITTEES

There will be five SBDM standing committees with the following names and jurisdiction:

TECHNOLOGY

- Develop, implement and annually update the school's technology plan and KETS budget to support the school's CSIP
- Submit the Technology Plan, including the KETS budget to the SBDM Council for approval annually
- Actively seek out technologies that will support and enhance the instructional program
- Provide monthly PD to staff on new technologies
- Survey staff technology needs by October 30th of each school year

PROFESSIONAL DEVELOPMENT

- Develop, coordinate and administer professional development activities
- Gather input from other SBDM committees to determine professional development needs of the staff
- Formulate and annual Professional Development Plan with the SBDM Council's approval, and submit to the Kentucky Department of Education
- Develop the state testing prep and reward plan each year.
- Recommend assignment of student procedures.
- Recommend classroom assessment ideas based on new research
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

CLIMATE, EQUITY & SAFETY

- Review and revise the SBDM policies on Discipline, Classroom Management and Safety Plan, Extracurricular Programs, School Space Use, Instructional and Non-Instructional Staff Time Assignment, Wellness (Primary to Grade 5), and Parental Involvement (Legally required for Title I Schools and best practice for non-Title I schools). Draft revisions for council approval/adoption if necessary.
- Recommend discipline, classroom management, and safety changes based on annual needs assessments and data gathering.
- Recommend extra curricular program changes and ideas.
- Recommend use of school space ideas.

- Recommend parental involvement activities and strategies.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council
- Address staff and student morale issues
- Organize Dixie Blast
- Increase community support
- Increase multicultural awareness
- Improve school attendance rate
- Address equity issues

CURRICULUM, ASSESSMENT, ACCOUNTABILITY & SPECIAL NEEDS

- Review and revise the SBDM policies on Curriculum, Writing, Instructional Practices, Primary Program (K-3), Homework, and School Day and Week Schedule. Draft revisions for council approval/adoption if necessary.
- Analyze curriculum alignment with the state standards and recommend changes.
- Recommend changes to the college-level/advanced courses program/policy and the writing program/policy when appropriate.
- Research and recommend instructional best practice ideas and innovations including any changes to the primary program/structure/policy.
- Research homework best practices and recommend changes.
- Develop master schedule plan ideas to recommend to the principal.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council
- Review and revise the SBDM policies on Alignment with State Standards, Enhancing Student Achievement, Student Assignment, and Classroom Assessment. Draft revisions for council approval/adoption if necessary.
- Organize the testing data analysis every fall including reports to the Council.
- Recommend school priority needs based on test analysis data.
- Analyze outcomes and assessment in relation to meeting the needs of all children
- Develop plans to improve student performance in all of the academic area and make recommendations for professional development
- Determine reporting processes and instrument to be used for communicating student performance to parents
- Develop the ESS plan and implement according to District guidelines
- Make recommendations related to other support programs including Remediation, Quest, Special Education, and Title I, and implement any action needed

COMMUNICATIONS AND FAMILY INVOLVEMENT

- Assess needs and develop plans for effective communication among all staff members, parents, the community and district offices
- Develop communication materials and informational brochures about the school program to distribute to interested parties

- Utilize communication tools such as computer technology to inform the community about the Dixie program (example: Web page)
- Plan and conduct information meetings about the program to inform interested parties
- Plan and conduct orientation sessions for new parents
- Plan and conduct activities to promote a positive image of the school in our community
- Coordinate activities with the school community
- Develop school-wide plans to improve family involvement in collaboration with FRC Coordinator, Title 1, and Dixie PTA.
- Develop Family Involvement goals, objectives and activities for the School Improvement Plan. Submit the Site Based Council to be considered for approval by November of each year.
- Monitor School Improvement Family Involvement Action Component.
- Promote staff involvement in family involvement activities

PLANNING, EVALUATION & BUDGET

Chairs of each committee will serve on the planning, evaluation & budget committee.

- Review and revise the SBDM policies on Improvement Planning and Technology Use. Draft revisions for council approval/adoption if necessary.
- Involving as many stakeholder ideas and opinions as possible, coordinate school needs assessments including necessary surveys and other data collection.
- Coordinate the development and implementation of the School Improvement Plan including working with component teams and overseeing the development and implementation of the Professional Development Plan.
- Ensure that the council is kept informed through Implementation and Impact Checks on the Plan.
- Recommend plans for the best use of technology based on needs assessments.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.
- Review and revise the SBDM policies on Budget and Spending and Program Appraisal. Draft revisions for council approval/adoption if necessary.
- Develop, recommend, and monitor the annual budget and allocation of resources according to identified needs of the school with consideration for the program review areas.
- Recommend budget adjustments.
- Ensure that the council is kept informed with monthly budget reports.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.
- Develop, coordinate, and monitor all long-range planning for the school
- Establish the SCIF budget and submit to the SBDM Council for approval
- Review expenditures and determine new budget implications with recommendations to the SBDM Council
- Plans and coordinates school wide performances and/or events

NOTE: The SBDM Council will be responsible for reviewing and revising (if necessary) its Bylaws and three policies: the Committee Policy, the Consultation Policy, and the Principal Selection Policy.

STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION

All members of the faculty will serve on at least one standing committee. SBDM teacher reps are exempt but may serve on a standing committee by choice. Each standing committee will have grade level representation and include at least five members. Committees will also make every effort to include at least one parent and to provide reasonable representation of the ethnic diversity of our community.

Beginning in March, the following steps will be taken to recruit members for next year's committees:

MARCH

1. The principal (or principal's designee) will invite all parents in writing to sign up for committees via the PTA Newsletter (or attachment to report card, letter home to parents, etc.).
2. Current committee chairs (or their designees) will describe their committees' work at a PTA meeting and a meeting of certified and classified staff called by the principal.

Council and committee members will individually and actively seek out parents and other interested community members who are representative of the diversity of our community and encourage their active participation on school council committees.

APRIL

3. The principal (or principal's designee) will place committee sign-up sheets in a designated place that is convenient to staff and parents. These sign up sheets will include the name of each committee, the name of the current chair and a brief description of each committee's jurisdiction as outlined in the first section of this policy. Parents and community members may also sign up by telephone or letter. The person who takes the message or opens the letter will add the parent name to the sign-up sheet.

MAY

4. The council will appoint committee members using the sign-up sheets as a basis. The council may need to assign some people to committees that are not their first choice to give each committee adequate and balanced membership.
5. The principal will notify committee members of their appointments.

AUGUST

6. The principal (or principal's designee) will provide an additional, well-publicized opportunity to sign up for committees for both new staff and all parents.

7. The council will make appointments from those additional August sign-ups and set up a timeline for regular committee reports to the council for the coming school year.
8. As soon as possible following the August council meeting, the principal will call a faculty meeting for the purpose of letting all committees hold their first meeting. At that meeting all committees will:
 - Elect a chair. They will also elect or appoint a recorder who will take minutes for this first meeting and all subsequent meetings and a vice-chair who will take over in the absence of the chair.
 - Receive information from the principal about the council timeline for regular committee reports.
 - Set up a meeting schedule for the rest of the year.
 - 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.
- Discuss the Open Meetings Law.

AD HOC COMMITTEES

As needed, the council may also approve ad hoc committees for the following tasks:

1. Analyze needs assessment for the School Improvement Plan.
2. Draft components for and guide the implementation of the Plan.
3. Select textbooks and materials for specific subjects.
4. Participate in work to fill specific staff vacancies.
5. Address other needs as identified by the council.

For these ad hoc committees, the council will identify the specific topic to be addressed in a written charge.

The principal will invite persons to serve on the ad hoc committee and will also designate a committee member to convene the committee for its first meeting.

Ad hoc committees automatically dissolve at the completion of the assigned task.

OPERATING RULES FOR ALL COMMITTEES

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

1. Establish a regular meeting schedule at its first meeting of each school year and make that schedule available to the public by posting it in a place convenient to the public.
2. Hold meetings that are not on the regular schedule only after following these 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 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, e-mail*, or sent by US mail to all members of the committee early enough so that they will receive it 24 hours before the meeting. The telephone can not be used to deliver these notices.
 - d. If any media organization has asked for notice of special meetings, those calling the meeting will hand-deliver, fax, e-mail*, or send by US mail copies of the written notice to the agency requesting the notice so that they will receive it 24 hours before the meeting. The telephone can not be used to deliver these notices.

*To receive e-mail notification, a written request must be on file at the school. This amendment to the Open Meetings Law was passed in the 2008 General Assembly and effective beginning in mid-July 2008.
3. Take minutes of the actions and decisions made by the committee at every meeting.
4. Review the minutes of each meeting at the next meeting and, after making any needed corrections, approve those minutes.
5. Make committee minutes for each meeting available to the council and to any interested party after final approval.
6. Ensure that the principal receives an official copy to be kept with school records as required by Kentucky's Archive rules.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 1-16-97

Date Reviewed or Revised: 5-9-13

Date Reviewed or Revised: 6-5-14