

BEAUMONT MIDDLE SCHOOL
COUNCIL POLICY
11.00
COMMITTEES

NUMBER AND JURISDICTION OF STANDING COMMITTEES

There will be seven standing committees, with the names and jurisdictions described below.

The Curriculum and Instruction Committee will carry out the duties listed in our Curriculum Policy and our Classroom Instruction Policy, submit monthly minutes and report to the Council as needed, and carry out any other duties assigned by the Council.

The Budget Committee will carry out the duties listed in our Budget and Spending Policy, submit monthly minutes and report to the Council as needed, and carry out any other duties assigned by the Council.

The Technology Committee will carry out the duties and responsibilities pertaining to all technology issues within the school and submit monthly minutes and report to the Council as needed, and carry out any other duties assigned by the Council.

The Climate and Communications Committee will carry out the duties and responsibilities in the area of school climate, submit monthly minutes and report to the Council as needed, and carry out any duties assigned by the Council.

The Equity Committee will carry out the duties and responsibilities in the area of equity, submit monthly minutes and report to the Council as needed, and carry out any other duties assigned by the Council.

The Comprehensive Planning Committee will carry out the duties and responsibilities in the area of equity and professional development, submit monthly minutes and report to the Council as needed, and carry out any other duties assigned by the Council.

The Evaluation/Assessment Committee will carry out duties listed in our classroom, state, and assessment policy including : writing and writing portfolio policy, submit monthly minutes and report to the Council as needed, and carry out any other duties assigned by the Council.

STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION

Each standing committee will have at least five members, including at least one parent and providing reasonable representation of the ethnic diversity of our community.

During August, the following steps will be taken to recruit members for next year's committees:

1. The principal (or principal's designee) will invite all parents to sign up for committees.

2. Council members will individually seek out parents and other community members who are representative of the diversity of our community, including parents, staff, and other concerned adults, and encourage their active participation on our committees.
3. The Principal will appoint committee members, ensuring reasonable representation of minority groups in our community and facilitating the participation of parents, classified staff, and other interested parties.
4. The principal 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 also designate a committee chair person to convene the committee for its first meeting and a date when that meeting shall be held.
6. The principal (or principal's designee) will notify committee members of their appointments.
7. Some Committees have specific membership that is recommended to be taken into consideration during the selection process. Those committees and their members include: the Budget Committee should include the principal (or designee), the book-keeper and a representative from each department. The STC should be a member of the Technology Committee. The Curriculum and Instruction committee should include a representative from each department.

AD HOC COMMITTEES

As needed, the Council will also approve committees to:

1. Select textbooks for specific subjects, following procedures listed in our Budget and Spending Policy.
2. Participate in work to fill specific vacancies, following procedures listed in our Consultation Policy.
3. Address other needs as identified in a charge written by the Council when the need emerges.

For these ad hoc committees, the Council will identify the specific topic to be addressed by each committee, identify types of stakeholders who need to be included, and may recommend individuals to be invited to serve.

The principal (or principal's designee) will invite persons from each group needed, ensuring reasonable representation of minority groups in our community and facilitating the participation of parents, classified staff, and other interested parties.

The principal (or principal's designee) will also designate a committee member to convene the committee for its first meeting.

Limited committees automatically dissolve when they have completed their tasks.

OPERATING RULES FOR ALL COMMITTEES

All committees established under this and other Council policies are public agencies subject to Kentucky's open meetings Law. To comply with that law, each committee must:

1. Establish a regular meeting schedule at its first meeting of each school year.
2. Make that schedule available to the public by posting it on the School Council bulletin board and providing a copy to each person responsible for answering phone calls to the school.
3. 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 put the date, time, place, and agenda in a written notice.
 - c. They post that written notice on the School Council bulletin board at least 24 hours before the meeting.
 - d. They deliver copies of the written notice to all members of the committee or fax it, sending it early enough so that it will arrive 24 hours before the meeting. E-mail cannot be used to deliver these notices.
 - e. If any media organization has asked for notice of special meetings, those calling the meeting hand-deliver copies of the written notice to all members of the committee or fax or mail it, sending it early enough so that it will arrive 24 hours before the meeting. E-mail cannot be used to deliver these notices.
1. Take minutes of the motions and actions at every meeting.
2. Review the minutes of each meeting and approve them at the very next meeting, after deciding on any needed corrections.
3. Make its minutes for each meeting available to any interested party starting at the end of the next meeting.

Committee Service Requirements: Each certified staff member shall serve on at least one standing committee. Serving on the SBDM council meets this requirement.

Revised 9-22-09
