

SOUTHERN ELEMENTARY COMMITTEES POLICY



NAMES AND JURISDICTIONS OF STANDING COMMITTEES

There will be 5 (five) SBDM standing committees with the following names and jurisdictions:

PLANNING AND PD COMMITTEE

- Annually review and revise (if necessary) the SBDM policies on Improvement Planning, School Day and Week Schedule, Student Assignment, and Technology Use. Draft revisions for council approval/adoption.
- Involve 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 and oversee the development and implementation of the Professional Development Plan.
- Survey teachers to establish professional development needs (including technology needs) and use this data along with testing data, program review data, and any data from other committees to make PD recommendations to the various component teams.
- Ensure that the council is kept informed through Progress Note on the school improvement plan.
- Review/Revise the School Day/Week Schedule Policy.
- Recommend plans for the best use of technology based on needs assessments including acceptable use guidelines.
- Review/Revise a safe and practical Acceptable Use Contract aligned with district guidelines for students. Ensure that it is attached to the Technology Use Policy.
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

BUDGET COMMITTEE

- Annually review and revise (if necessary) the SBDM policies on Budget and Spending, School Space Use, Program Appraisal, and Enhancing Student Achievement. Draft revisions for council approval/adoption.
- Develop, recommend, and monitor the annual budget and allocation of resources according to identified needs of the school including consideration for the program review areas.
- Recommend budget adjustments.
- Ensure that the council is kept informed with monthly budget reports.
- Work with the principal (*if requested*) on developing a preliminary staffing plan (how many – not who) for the council based on available resources.
- Recommend use of school space ideas (*excluding* specific teacher(s) room assignments) based on needs assessments and other data.
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

CULTURE, WELLNESS, AND RESOURCES COMMITTEE (INCLUDES PBIS TEAM)

- 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 (Legally required for Title I), and *Wellness* (Legally required for Primary to grade 5). Draft revisions for council approval/adoption.
- Select members to form a Coordinated School Health sub-committee to help increase the quality of the physical education program and to increase both physical activity opportunities and to increase both physical activity opportunities and health education instruction throughout the school environment to ensure quality PLCS programs. Recommend any changes to the school physical activities and healthy choice plans/programs.
- Develop a set of “non-negotiable” school rules consistent with district policies and directives.
- Review/revise the school-wide discipline plan as needed based on feedback and data.
- Recommend discipline and classroom management changes based on annual needs assessments and data gathering.
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- 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.
- In consultation with the council and first responders, recommend changes in the Emergency Management Plan based on the annual review of the plan.
- Recommend extracurricular program changes and ideas.
- Recommend parental involvement activities and strategies in alignment with Title I Family Night requirements.
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

CURRICULUM, INSTRUCTION, AND ASSESSMENT COMMITTEE

- Annually review and revise (if necessary) the SBDM policies on Curriculum, Alignment with State Standards, Instructional Practices, Homework, and classroom Assessment. Draft revisions for council approval/adoption.
- Research and recommend instructional best practice ideas and innovations.
- Research homework best practices and recommend changes.
- Review testing data every fall including reports to the Council.
- Recommend school priority needs to the Planning and PD Committee based on test analysis data.
- Develop the state testing prep and reward plan each year.
- Recommend classroom assessment ideas based on new research.
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

PROGRAM REVIEW COMMITTEE

- Annually review and revise (if necessary) the SBDM policies on Primary Program/K-3 and Writing. Draft revisions for council approval/adoption.
- Carry out program reviews in the following areas: Arts/Humanities, Practical Living/Career Studies, Writing, World Languages, and the Primary Program/K-3 using subcommittees as needed.
- Implement district created timelines for each review including reports to the council.
- Share timelines, standards, and examples of evidence with the faculty and staff and request evidence.
- Committee chair will report findings to principal (or principal’s designee) and principal (or designee) will enter findings into ASSIST.
- Recommend program changes in reviewed areas.

- Follow the procedures outlined in the Program Review Policy.
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.
- Review one area in depth each year including updates, changes, and reports to the council.
- Report to the council progress on how previously identified needs are being met in the areas NOT being addressed in-depth.

NOTE: The SBDM Council will be responsible for reviewing and revising (if necessary) Its Bylaws and four policies: the Committees Policy, the Consultation Policy, the Principal Selection Policy, and the Program Review 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(s) by choice. Every effort will be made for each standing committee to include appropriate representation and numbers to accomplish their charges. An extensive good faith effort will be made to include at least one parent on every standing committee and to provide a reasonable representation of ethnic diversity of our school community.

Before the last day of school each year the principal (or principal designee) will ensure that all stakeholders and interested persons, including but not limited to classified employees and parents, are extended an opportunity to become engaged in the shared-decision making process of our school through membership in school council standing committees. The following steps should be taken to set up committees for the next school year:

1. On an ongoing basis, parents will be invited to sign up for committees via the PTA Newsletter and/or other form of communication (for example: attachments to report cards, letters home to parents, web-site).
2. Faculty and staff will be given an opportunity to sign up for committees via various forms of communication such as sign-up sheets and/or by computer.
3. Committee members will be notified in a timely manner of their appointments. During the first month of school there will be additional opportunities to sign up for committees for current and new faculty and staff, all parents, and community partners.
4. At the beginning of the school year after sign ups have been gathered, along with the notification of new members, a meeting of committee members will be called by the Chair of the council for the purpose of charging all committees with conducting their first committee meeting. At each committee's first 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 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.

AD HOC COMMITTEES

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

1. Analyze needs assessment for the Comprehensive School Improvement Plan.
2. Draft components for and guide the implementation of the Plan.
3. Select textbooks and instructional 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 after 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, *emailed, or sent by US mail to all members of the committee early enough so that they will receive it 24 hours before the meeting.
 - d. If any media organization has asked for notice of special meetings, those calling the meeting will hand-deliver, fax, *email, or send by US mail copies of the written notice to the agency requesting the notice.

*Those wishing to receive notification by email must have a request in writing on file at the school.
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 the 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: April 27, 2015

Date Reviewed or Revised: _____

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