

# Committee Policy

POLICY NUMBER Policy Topic Description

Committee Policy

Policy Statement

Northern Elementary School will have eight standing committees based on the Standards and Indicators for School Improvement. Standing Committees are:

1. Curriculum/Instruction
2. Assessment
3. School Culture
4. Student, Family and Community Support
5. Professional Development
6. Leadership
7. Organizational Structure and Resources
8. Comprehensive and Effective Planning

Standing Committee Composition and Membership Selection

Each standing Committee will have at least five members and provide reasonable representation of the social and ethnic diversity of the community.

At the beginning of each school year the following steps will be taken to recruit members for committees.

1. All certified staff and any interested classified/support staff will sign up for a committee. Staff will indicate a first and second choice for committee membership as the council may need to assign some staff members to committees that are not their first choice to ensure adequate, balanced membership of each committee.
2. Parents and other community members will be invited to sign up for committees.
3. Parents and community members may sign up for committees by registering on sign-up sheets posted in the front entrance of the school or by telephone or letter.
4. Committee Chairs will describe their committees work at a Parent Teacher Association Meeting and a Classified Staff meeting to encourage active participation.

5. The principal will notify committee members and the Committee Chairs of their appointments.
6. Committees will meet within the first month of the school year to designate meeting times and locations convenient to committee members.

#### Operating Rules for Standing Committees

All committees established under this and other Council policies are public agencies and therefore subject to Kentucky's Open Meetings Law. To comply with this law each committee must:

1. Establish a regular meeting schedule at its first meeting of the school year.
2. Make the meeting schedule available to the public by posting it on the school bulletin board and providing a copy of the schedule to the school secretary.