

WEST MARION ELEMENTARY

"CAN DO—ATTITUDE"

COMMITTEES POLICY



NAMES AND JURISDICTION OF STANDING COMMITTEES

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

Budget Committee

- Review and revise the SBDM policies on Budget and Spending and Program Appraisal. Draft revisions for council approval.
- Develop, recommend, and monitor the annual budget and allocation of resources according to identified needs of the school.
- Recommend budget adjustments.
- Ensure that the council is kept informed with monthly budget reports.
- Additional roles as assigned by the council.

Student Recognition (Assessment Committee)

- Review and revise the SBDM policies on Enhancing Student Achievement, Classroom Assessment, and Protection of Instructional Time. Draft revisions for council approval.
- Organize the State Assessment data analysis every August including reports to the Council.
- Recommend school priority needs based on test analysis data.
- Develop the State Assessment prep and reward plan each year.
- Additional roles as assigned by the council.

Safety and Learning Environment- (School Culture & Resources Committee)

- Review and revise the SBDM policies on School Space Use, Staff Time Assignment, Discipline, Classroom Management and Safety Plan, Extracurricular Programs, Parental Involvement (Title I Schools), and Wellness (Primary to Grade 5). Draft revisions for council approval.
- 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.
- Additional roles as assigned by the council

Curriculum & (Instruction) Committee

- Review and revise the SBDM policies on Curriculum, College-Level Courses, Instructional Practices, Alignment with State Standards, School Day and Week Schedule, and Student Assignment. Draft revisions for council approval.
- Analyze curriculum alignment with the Common Core Standards and recommend changes.
- Research and recommend instructional best practice ideas and innovations.
- Develop master schedule plan ideas to recommend to the principal.
- Recommend assignment of student procedures.

- Additional roles as assigned by the council

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, or sent by US mail to all members of the committee early enough so that they will receive it 24 hours before the meeting. Neither e-mail nor the telephone can 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, 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. Neither e-mail nor the telephone can be used to deliver these notices.
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: 3-12-07 Council Chairperson's Initials JBM

Date Reviewed or Revised: 2-23-12 Council Chairperson's Initials JBM

Date Reviewed or Revised: 7-18-13 Council Chairperson's Initials JBM

Date Reviewed or Revised: 8-19-14 Council Chairperson's Initials PFW

NOTES ON USING THIS POLICY

NAMES AND JURISDICTION OF STANDING COMMITTEES: The names and jurisdiction of all standing committees may be adjusted to fit your situation.

CONNECTION TO COUNCIL BYLAWS: This policy should be referenced in your council bylaws in a section on committees and then attached in an attachment section at the end of the bylaws. There is no need to copy the whole policy into the body of the bylaws. KASC's Bylaws Kit models this.