

## SHEARER ELEMENTARY COMMITTEES POLICY



### PURPOSE OF COMMITTEES

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School-based decision-making works best with active, effective committees. The council makes final decisions, but the council alone cannot possibly understand all the major issues in depth. The council needs many other people involved in learning about best practices, gathering community input, and developing proposals that will work well for your particular school.

### STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION

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At the beginning of the school year, the principal (or designee) will ***ensure that all shareholders and interested persons, including but not limited to classified employees and parents***, are extended the 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 each year:

1. On an ongoing basis, parents will be invited to sign up for committees via multiple forms of communication (i.e., newsletters, social media, website).
2. Faculty and staff will be given an opportunity to sign up for committees via various forms of communication.
3. Students will be encouraged to serve on committees.
4. At each committee's first meeting, the committee will:
  - Elect a chair, vice-chair, and recorder.
  - Receive information about the council timeline for regular committee reports.
  - Set up a meeting schedule for the rest of the year.
  - If necessary, discuss the additional recruitment of parents, families, students, staff, and/or community members to serve on the committee.
  - Review this committee policy.
  - Discuss ongoing and any new charges from the council and develop a plan of action that includes a timeline.

Every effort will be made for each standing committee to include appropriate representation and numbers to accomplish their work. An extensive effort will be made to include at least one parent and one student on every standing committee and to provide representation of the ethnic and cultural diversity of our school community.

### AD HOC COMMITTEES

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As needed, the council may create an ad hoc committee to accomplish a specific goal/task that isn't the right fit for a standing committee.

For these ad hoc committees, the council will identify the specific topic to be addressed in a written charge. The principal (or designee) will invite persons to serve on the ad hoc committee and will also designate a

committee member to convene the first meeting. Ad hoc committees automatically dissolve at the completion of the assigned task.

#### **OPERATING RULES FOR ALL COMMITTEES**

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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 will 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 U.S. mail to all members of the committee early enough so that they will receive it at least 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 U.S. 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 an official copy of the minutes is kept with school records as required by Kentucky's Archive rules.***

#### **NAMES AND JURISDICTIONS OF STANDING COMMITTEES**

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Shearer Elementary will have **three SBDM standing committees** with the following **jurisdictions**:

<p><b>ASSESSMENT OF STUDENTS AND PROGRAM(S) COMMITTEE</b></p> <ul style="list-style-type: none"> <li>● Organize the testing data analysis for state testing results and school diagnostics, including reports to the council.</li> <li>● Recommend classroom assessment, feedback, and monitoring systems based on research.</li> <li>● Recommend a process for evaluating the quality of the programs in the school and assuring state standards and school expectations are met.</li> </ul> <p><b>CULTURE, WELLNESS, &amp; RESOURCES COMMITTEE</b></p> <ul style="list-style-type: none"> <li>● Recommend extracurricular program changes and ideas.</li> <li>● Recommend parental involvement activities and strategies.</li> </ul> <p><b>PLANNING AND PROFESSIONAL DEVELOPMENT/LEARNING (PD/L) COMMITTEE</b></p> <ul style="list-style-type: none"> <li>● Coordinate the development and implementation of the school improvement plan in regard to the Professional Development/Learning Plan.</li> </ul>	<p><b>Jurisdiction that could be applicable to any committee</b></p> <ul style="list-style-type: none"> <li>● Annually review and revise the SBDM policies assigned by the council and present suggested revisions to the council.</li> <li>● Recommend other changes, ideas, and strategies to policies or programs based on needs assessments, opinion surveys, data, and research into best practice.</li> <li>● Additional roles/charges as assigned by the council.</li> </ul>
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## POLICY EVALUATION

We will evaluate this policy through our annual policy review process.

**DATES ADOPTED, REVIEWED, OR REVISED:** MAY 14, 2024

### **LEGAL REQUIREMENTS:**

- This policy is required by law.
- Specific components must be included in the policy (see below).
- ***Bold italics*** (above) show required components and/or language directly from the law.
- Your policy can meet the requirements in ways that differ from KASC's samples, but your policy language can't contradict the law.

### **LAW IN A BOX:**

#### **KRS 160.345 2(c)2**

*If a school council establishes committees, it shall adopt a policy to facilitate the participation of interested persons, including, but not limited to, classified employees and parents. The policy shall include the number of committees, their jurisdiction, composition, and the process for membership selection.*

*If a council has committees, then the committee policy must include these items:*

- ☐ *the number of committees,*
- ☐ *the jurisdiction of committees,*
- ☐ *the composition of committees,*
- ☐ *a process for membership selection, and*
- ☐ *procedures for facilitating involvement of interested people, including but not limited to, classified employees and parents.*

#### **KRS 160.345 2(d)**

*The school council and each of its committees shall determine the frequency of and agenda for their meetings.*  
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Connection to Council Bylaws—The SBDM council bylaws will likely include information on committees as well. Committees are subject to the same meetings and records laws as the council.

### **KY OPEN MEETINGS LAW:**

Kentucky's Open Meetings Law (KRS 61.800) protects the right of the general public to know what public agencies are doing. It applies to councils and their committees.