

# JELV COMMITTEES POLICY



## JELV COMMITTEES

The use of standing and ad hoc committees is encouraged. Standing and ad hoc committees may include certified and classified personnel, parents and community members (KRS 160.345)

### STANDING COMMITTEES

- **People:** Staff encouragement, support, parent volunteers, staff and family handbooks, and community teams for events.
- **Places:** Includes Emergency team, IDP and Character Ed. Staff will choose one of these 3.
- **Policies:** SBDM Members
- **Programs:** Family Fun Nights Committee, ESS
- **PD:** Professional Development Planning
- **Technology:** Helps make decisions about

### STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION

All members of the faculty will serve on at least one standing committee. Teachers will be able to pick their top 3 choices.

1. 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.
2. Committee members will be notified in a timely manner of the meetings in advance.
3. 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.
  - Discuss ongoing and any new charges from the council and develop a plan of action that includes a timeline.

## **AD HOC COMMITTEES**

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

1. Analyze needs assessment for the School Improvement Plan.
2. Select textbooks and materials for specific subjects.
3. Participate in work to fill specific staff vacancies.
4. 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**

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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. Take minutes of the actions and decisions made by the committee at every meeting.
3. Review the minutes of each meeting at the next meeting and, after making any needed corrections, approve those minutes.
4. Make committee minutes for each meeting available to the council and to any interested party after final approval.
5. Ensure that the principal receives an official copy to be kept with school records as required by Kentucky's Archive rules.

## **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: \_\_\_\_\_

Date Reviewed or Revised: \_\_2/28/2017\_\_

Date Reviewed or Revised: \_\_\_\_\_

**TEACHER PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM (TPGES):** The underlined part of this policy is aligned with the TPGES (4D). This part is intended to support teachers in their efforts to align their practice with the TPGES.

**PRINCIPAL PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM (PPGES):** The procedures outlined in the section STANDING COMMITTEES COMPOSITION AND MEMBERSHIP SELECTION of this policy help support principals in their efforts to align their practice with PPGES (2.3 and 5.1).

**CULTURE, WELLNESS, & RESOURCES COMMITTEE:** Language taken from the program review proficient characteristics is in *italics*.

**NAMES AND JURISDICTIONS OF STANDING COMMITTEES:** The names and jurisdictions of standing committees given as an example in this policy system are designed to assist the SBDM Council with performing the duties and responsibilities that are legally required to enhance student achievement including helping to implement the School Improvement Plan. As you review the policies assigned to the various committees in this section, you will notice that some committees have more assigned policies than others. For instance, committees with fewer policies (Program Review Committee for example), involve many varying priority charges and tasks, whereas the committees with more policy charges involve mainly tasks related to their assigned policies. Also some policies require less engagement due to the nature of the policy and the language used. The content and legal intent of these policies is fairly clear and will rarely be subject to revision (an example is the Alignment with State Standards Policy). On the other hand, other policies may warrant ongoing review/revision based on data, stakeholder input, and research (for example the Instructional Practices Policy).

**CONNECTION TO COUNCIL BYLAWS:** This Committee policy should be referenced in your SBDM council bylaws in a section labeled committees and this policy should be attached 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.