

Russell-McDowell Intermediate School Committee Policy

COUNCIL POLICY TYPE (Check One)
<input type="checkbox"/> By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/> Function (School Operational Policies)

POLICY NUMBER
<u>1 6. 0 1</u>

POLICY STATEMENT

Purpose Committees will be formed to help involve all interested parties in the decision making process at this school. The School Council will direct the Committees as to their responsibilities and will act upon research conducted by the Committees.

General Committees shall carry out their roles as directed by the Council including, but not limited to the responsibilities listed in this section. All activities are to be done at least annually.
All Committees with the exception of the SBDM council will be ad-hoc committees and formed when there is a school need as determined by the SBDM Council.

Ad-Hoc COMMITTEES

Comprehensive School Improvement Plan The CSIP Committee’s jurisdiction shall include assessing school needs, budget needs, recommending priority needs, presenting the completed plan to the Council, monitoring plan using Implementation and Impact sheets, and additional roles as assigned by the Council.

Student Achievement The Student Achievement Committee’s jurisdiction shall include:

- Evaluate Instructional Practices
- Analyze formative/Summative Assessments
- Review Text Books
- Review PD Needs
- Review and analyze strategies for RTI
- Review Reading and Writing Plans
- Review and Revise Curriculum Maps
- Create and Revise Exit Criteria
- Providing varied and multiple assessments.
- Analyzing student work through protocol activities like Standards In Practice.

- Reviewing existing technology and software.
- reporting technology areas of need to the Council
- Utilization of technology is in a manner consistent with local school board policy and state laws and regulations.

Leadership Committee The Leadership Committee shall:

- Review school expectations as needed, but at least yearly.
- Implement and monitor strategies for good attendance of staff and students.
- This committee will review behavioral data from SWIS to make needed school expectation changes, analyze and strive to improve school climate, address all safety issues and plan, and determine activities for celebrating successes.
- Complete any additional assignments from the Council.
- Implement and monitor strategies to facilitate a leadership environment.
- Monitor and promote the teaching and use of the 7 Habits by students and adults.
- Provide mentoring and modeling of leadership principle for new staff.
- Help facilitate a team approach to create a leadership culture.
- Determine/provide leadership roles for students.
- Include parents in leadership culture.
- Review and refine when needed school wide goals, mission, and vision
- Monitor use of STAR³ Notebooks.
- Collect baseline data (discipline, academics, attendance, staff and parents satisfaction.)
- Conduct leadership days involving students, parents, and community.

Ad Hoc Committees The Ad Hoc Committees may be formed to address specific tasks identified by the Council and will be dissolved once the task is complete.

Committee Membership and Officers

Service Requirement Each certified staff member shall serve on at least one Committee. Teacher members of the School Council may serve, but are not required to serve, on an ad-hoc Committee.

Chairperson Duties The Chairperson shall:

- Prepare and distribute a preliminary agenda.
- Run the meeting.
- Present monthly reports and recommendations from the Committee to the Council or designate another member to do so.
- Communicate Council requests back to the Committee.
- Monitor completion of Committee actions.

Recording Secretary

The recording secretary shall:

- Take attendance.
- Record the minutes of the meeting and distribute them as directed in this policy.
- File a copy of the minutes in the Committee notebook and post a copy in the lobby.

Composition and Membership

Composition

Preferably one parent member and one teacher/staff member on each Committee.

Invitation to Join

The Council intends to create Committees that obtain broad-based input into its decisions. Council members will individually seek out minority community members, including parents, staff, and other concerned adults, and encourage their active participation on our committees.

Membership

Committee membership will last one year on the SBDM Council, but time limits on all ad hoc committees will be determined by need.

Ad Hoc

When the Council determines that an ad hoc committee is needed, it shall also determine the number of members the Committee needs, the groups that need to be represented, and the method for picking members. Whenever possible, the Council will ask certified staff, classified staff, parents, and community members to sign up to serve on ad hoc Committees.

Committee Operation

First Committee Meeting

The person designated to convene each ad hoc Committee shall at the first meeting:

- Elect a recording secretary.
- Elect a chairperson.
- Designate a regular meeting schedule with dates, times, and place.
- Read Committee roles and responsibilities and any extra Council directives and outline a timeline of goals/activities.
- After the meeting, the Committee chairperson shall report all these decisions to the Council chairperson.

Special Meetings

If the Committee needs to meet before its next regular meeting, the chair or a majority of members may call a special meeting. Whoever calls the special meeting must take the following steps:

- Written Notice and Required Contents. A written, signed notice must state the date, time and place of the special meeting and the agenda for the meeting. No issue not listed on the agenda can legally be discussed at the special meeting.
- Delivery of Notice. The written, signed, notice must be delivered to every Committee member and to any media organization that has

asked to be notified of the committee's meetings. The delivery can be made by hand, facsimile machine, email, or mail, but the method must be one that allows the notice to arrive at least 24 hours before the time set for the meeting.

- Posting of Notice. The notice must be posted conspicuously at the school and also at the building where the meeting will be held. These copies must be posted as soon as possible after the meeting is called, and definitely not less than 24 hours before the meeting is held.

Agenda Items

Any person who wishes to place an item on the agenda shall submit that item in writing to the Committee chairperson at least 48 hours prior to the meeting. Items not presented in this manner may be heard at the discretion of the Committee.

Agenda

Each Committee shall set an agenda for each meeting. The chairperson of the committee shall prepare a tentative agenda for each meeting, distribute it to each Committee member and post it on the school Council bulletin board at least 24 hours before the meeting. At the start of the meeting the Committee shall review the tentative agenda, adding or subtracting items if necessary. (At specially called meetings, not on the regular meeting schedule, items cannot be added to the agenda, but they may be subtracted.) Delivery of Notice. The written, signed, notice must be delivered to every Committee member and to any media organization that has asked to be notified of the committee's meetings. The delivery can be made by hand, facsimile machine, email, or mail, but the method must be one that allows the notice to arrive at least 24 hours before the time set for the meeting.

Participation in Discussion

Any employee of the school district, parent, or community member may participate in the discussion of agenda topics, except for topics that the Committee discusses in a legally called closed session.

Minutes

The recording secretary shall take minutes of each meeting and distribute those minutes to each school Council member and each Committee. Minutes shall also be posted on the school Council bulletin board and kept in a Committee notebook that will be available upon request. Committees shall review, revise and approve minutes from one meeting at the next meeting they hold.

Decision Making

Two-thirds of the members of the committee or their designee must be present for the committee to decide on research to be presented to the Council. All Committees shall use consensus decision making as the primary method of making decisions. In the event that consensus cannot be reached, two Committee members may call for a majority vote.

Everyone in attendance may contribute to the discussion but only the Committee members may be part of the consensus or vote.

Amended: 1/12/16 Chairperson: Pam Wright