Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	10.06

POLICY TOPIC DESCRIPTION
Committee Guidelines

POLICY STATEMENT

Standing Committee Composition and Membership Selection

Each standing committee will have at least five members, including at least one parent and providing reasonable representation of the ethnic diversity of our community.

During **August**, the following steps will be taken to recruit members for the school year's Standing Committees (1.) Academic Performance (2.) Learning Environment. (3.) Efficiency Committee

1. The principal (or principal's designee) will invite all parents in writing to sign up for committees.
2. Current committee chairs (or their designees) will describe their committee's work at a PTO meetings and a meeting of certified and classified staff.
3. Council members will individually seek out parents and other community members who are representatives of the diversity of our community, including parents, staff, and other concerned adults, and encourage their active participation on our committees.

During **August**, the principal (or principal's designee) will place committee sign-up sheets on the SBDM bulletin board. Parents and community members may also sign up by telephone or letter.

During **September** the Principal will appoint committee members, ensuring reasonable representation of minority groups in our community and facilitating the participation of parents, classified staff, and other interested parties.

The Council may need to assign some people to committees that are not their

first choice to give each committee adequate and balanced membership.

The Council will also designate a committee member to convene the committee for its first meeting.

The Principal (or principal's designee) will notify committee members of their appointments.

Adhoc (Limited) Committees

As needed, the Council will also approve committees to:

1. Analyze data for our Consolidated Plan needs assessment, following procedures listed in our Planning Policy.
2. Draft components for our Consolidated Plan, following procedures in our Planning Policy.
3. Guide implementation of our Consolidated Plan, following procedures listed in our Planning Policy.
4. Select textbooks for specific subjects, following procedures listed in our Budget and Spending Policy.
5. Participate in work to fill specific vacancies, following procedures listed in our Consultation Policy.
6. Address other needs as identified in a charge written by the Council when the need emerges.

For these committees, the Council will identify the specific topic to be addressed by each committee, identify types of stakeholders who need to be included, and may recommend individuals to be invited to serve.

The principal (or principal's designee) will invite individuals recommended by the Council and other s from each group needed, ensuring reasonable, representation of minority groups in our community and facilitating the participation of parents, classified staff, and other interested parties.

The principal (or principal's designee) will also designate a committee member to convene the committee for its first meeting.

Ad Hoc committees automatically dissolve when they have completed their tasks.

Operating Rules for all Committees

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

1. Establish a regular meeting schedule at its first meeting of each school

year.

2. Make that schedule available to the public by posting it on the school Council bulletin board and on the school's web page.

MINUTES

The recording secretary shall take minutes of each meeting and distribute those minutes to each school Council member and each committee member. Minutes shall also be posted on the school Council bulletin board.

March 3, 2011	May 3, 2011	May 3 2011
1st reading Chairperson	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson