

# COLONY ELEMENTARY SCHOOL

**COUNCIL POLICY TYPE: School Operational Policy**

**POLICY TOPIC DESCRIPTION: Committee Participation**

**STATUTORY AUTHORITY: KRS 160.345 (2(c))**

## POLICY STATEMENT

A. The school council shall establish the following standing committees:

- Budget Committee
- Extended School Services Committee
- Gifted and Talented Committee
- Instruction, Assessment and Planning Committee
- Professional Development Committee
- School Climate Committee
- Technology Committee
- Textbook Committee
- Title I Committee

B. All interested persons shall be considered for membership to one of the standing committees.

C. The principal, in August of each year, shall post a list of standing committees in the school office. The principal shall distribute memoranda to teachers and parents inviting volunteers for appointment to the standing committees. Persons may volunteer for specific committee appointment by signing the appropriate list posted in the office, or by contacting the school secretary to request appointment to a committee within the first two weeks of August.

D. The principal shall present unaltered committee sign-up sheets to the school council by no later than the first regular meeting in September, and the school council shall approve committee membership. The school council shall attempt to assign all parents and teachers to committees they request, but the council reserves the right to approve all final assignments. Assignments will be posted in the school office by no later than 48 hours subsequent to the council approval of the final assignments.

E. Each standing committee will have no less than four members. Each committee shall have at least one parent member.

F. Each committee shall assemble no later than September 15 to elect a chairperson. Each standing committee will establish its own frequency of meetings, date of meetings, and agenda. The meeting dates and agenda will be reported to the principal. Minutes of the committee meetings will be written and submitted to the principal.

G. Jurisdiction for the standing committees shall be as follows:

### **Budget Committee**

The Budget Committee will consist of SBDM council members. This committee will be responsible for the fiscal management as well as program compliance for funding. Other SBDM committees will provide budget recommendations to the council for approval.

### **Extended School Services Committee**

The Extended School Services Committee will serve in an advisory capacity to the council in terms of implementing extended school services. The committee will develop and make budgetary recommendations to the council.

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**Gifted and Talented Committee**

The Gifted and Talented Committee will begin the process of helping to determine those students who meet the criteria for gifted and talented education services and the level of the services to be provided while helping in the follow-up services.

**Instruction, Assessment and Planning Committee**

The Instruction, Assessment and Planning Committee will assess the status of the school's instruction, research and discuss the school's need assessments and objectives to address those needs, and develop a Consolidated Improvement Plan. The committee will make recommendations on issues related to assessment, instruction, budget, and school consolidated planning for consideration of the school council. The committee will also complete assignments from the council related to assessment, planning, and instruction.

**Professional Development Committee**

The Professional Development Committee will assist the principal in implementation of the professional development included in the consolidated plan, review for approval any professional development budget requests from the staff beyond that which is included in the consolidated plan, and complete any additional assignments from the council.

**School Climate Committee**

The School Climate Committee will address issues regarding attendance, yearly review of the *Colony Student Handbook*, attendance, home school relations, school safety, and complete any additional assignments from the council. The committee will make budgetary recommendations to the council when needed.

**Technology Committee**

The Technology Committee will deal with issues concerning the integration of technology into the school program. The committee will make budgetary recommendations and will be responsible for the ordering of software necessary to insure a broad based system that can be used by all teachers at each grade level. The committee will be subject to other additional assignments from the council.

**Textbook Committee**

The Textbook Committee, views, attends meetings, and facilitates the choice of textbooks in adoption years, make budgetary recommendations, and will complete any additional assignments from the council.

**Title I Committee**

The Title I Committee will help implement policies of the Title I program, make budgetary recommendations in terms of instructional materials to be purchased through available funds, and complete any additional assignments from the council.

H. The school council or principal may establish ad hoc committees to accept specific assignments at the discretion of the school council and principal.

I. Committees will follow open meeting and open records laws.

**DATE ADOPTED: 10/23/2001**

**LAST UPDATE: 5/18/2011**

**Frank Wilkerson**  
**Council Chairperson**