

## **GALLATIN COUNTY LOWER ELEMENTARY COMMITTEES POLICY**

KRS 160.345(2)(c)2

The Committee Policy of the Gallatin County Lower Elementary School ensures equitable participation in the decision making process for teachers, parents and the school community as a whole.

### **Standing Committees**

There will be five SBDM standing committees with the following names and jurisdictions.

#### Curriculum, Instruction, and Assessment

- Analyze the curriculum alignment with state standards
- Research/recommend best instructional practices ideas and innovations
- Research homework best practices and recommend changes
- Recommend plans for best use of technology
- Recommended class assessment ideas based on research
- Use the RTI process and recommend changes
- Reviewing CSIP

#### Leadership

- Professional Learning
  - Ongoing Staff Learning
  - New-Staff Learning
  - Principal Learning and Modeling
- Student Learning
  - Direct Lessons
  - Integrated Approaches
  - Modeling
- Family Learning
  - Family Communication
  - 7 Habits Training for Families
  - Student Teaching at Home

#### Culture

- Leadership Environment
  - Physical Environment (See)
  - Common Language (Hear)
  - Emotional Environment (Feel)

- Shared Leadership
  - Student Leadership Roles
  - Student-Input Systems
  - Active Lighthouse Teams
- Leadership Events
  - Schoolwide Events
  - Classroom Events
  - Family & Community Events

#### Academics

- Aligning School Goals
  - School, Classroom, and Staff Goals
  - Goal and Data Tracking
  - Staff Collaboration Around Each Student's Growth
- Student-Led Academics
  - Student Goals
  - Leadership Notebooks
  - Student-Led Conferences
- Empowering Instruction
  - Teacher Planning and Reflection

#### Lighthouse Team

- Develop and monitor action teams
- Analyze the school culture and climate and recommend changes
- Determining monthly events/year-long plans to improve climate, parent, and student relationships
- Developing a plan to implement and sustain the Leader in Me process.

#### **Standing Committee Composition and Membership Selection**

All members of the faculty will serve on at least one standing committee. Every effort will be made for each standing committee to include appropriate representation and number to accomplish their charges.

Before September 1, the principal (or designee) will ensure that all stakeholders 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 the committees:

1. Committee sign ups will be posted no later than August 1st of each year.
2. All committees will be informed of their appointment by August 15th.
3. Each committee should have at least one representative from each grade level and a special education teacher (with the exclusion of Lighthouse Team).
4. The principal has the right to assign members to a committee.
5. Committee membership will last one year.

6. On an ongoing basis, parents will be invited to sign up for committees via the PTSO, newsletters and/or other forms of communication.

**At the committees first meeting, all committees will:**

- Elect a chair. They will also elect a secretary and vice chair who will take over in the absence of the chair.
- The principal will set the charge and focus for the committee.
- Provide a timeline on when to provide the final report to council.

**Committees shall:**

- Establish a timeline for meeting.
- Keep copies of attendance of members.
- Report the committee updates as needed to the SBDM council (minutes).
- Make the SBDM aware of any considerations or issues.

**Chairperson shall:**

- Prepare and distribute a preliminary agenda for approval or revision by the committee at least 24 hours in advance.
- Facilitate the meetings.
- Present reports and recommendations to the council.
- Communicate council requests back to the committee.
- Monitor completion of committee actions.

All school council committees established under this policy are public agencies and are subject to Kentucky's Open meetings/Open Records Statute.

**AdHoc Committees**

The SBDM may establish ad hoc committees to accept specific assignments at the discretion of the school council. 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 shall follow the same procedures as the standing committees. The ad hoc committees will be dissolved once they complete their task assigned by the council.

**Policy Evaluation**

We will evaluate the effectiveness of this policy throughout the school improvement planning process.

Date Adopted:

Signature: Megan Morris

Dates Reviewed/Revised: August 8, 2018, August 14, 2019, July 11, 2019

Council Chairperson