

## **2020-2021 SSBIH Revision Process**

*Board Policy 09.428 states that the “handbook shall be reviewed by a committee that includes students, administrators, teachers, parents, community members, the Director of Pupil Personnel, and such other members as determined by the Board.*

### **Committee Make up:**

The SSBIH Committee will include two members from each of the following groups: student, parent, teacher (JCTA), assistant principal, principal, transportation, community, counselor, mental health, Exceptional Child Educators, and district trauma and behavior practitioners.

Each of these groups will mobilize a sub committee of their role group members to provide relevant feedback and recommendations for their unique group to ensure a transparent and robust outreach. The groups are listed below with a proposed facilitator for their group. When each group meets for the first time, they will select the one additional SSBIH Committee member that will attend the district level meetings and represent the feedback and recommendations brought forth by their group, allowing for rich discussion from all stakeholders.

Additional members of the SSBIH Committee will be our General Counsel, who will provide legal guidance and consultation to the team, and Jonathan Lowe, Executive Administrator for Policies and Systems. Board Policy also requires the inclusion of our Director of Pupil Personnel. One zone/level Assistant Superintendent and Executive Administrator will be selected by that role group to represent district administration. Finally, we will be inviting the Chief Equity Officer to appoint two members, one whose function is to chair the group performing the REAP on the SSBIH revisions prior to consideration from the Board. To ensure equity is at the forefront of all groups represented on the SSBIH Committee, we will be asking each role group to identify a representative to participate in the REAP process to ensure a shared accountability and vision of equity for all groups.

The SSBIH Committee will be chaired by the Assistant Superintendent and Executive Administrator of Culture and Climate. Their role will be to facilitate and provide any necessary support or resources needed by the SSBIH Committee Members. They will schedule meetings, provide agendas, and collect meeting protocols and feedback from stakeholders through the process. They shall ensure that meetings comply with the provisions of the Open Meetings Act. Their role is to facilitate and coordinate. They will not be voting members of the group in the event a democratic process is needed or used.

### **Subcommittee Expectations:**

It will be vital that all stakeholders in our community that choose to engage in the process have an outlet to share their unique feedback, concerns, and suggestions. It is our hope that sharing initial feedback will be more comfortable for stakeholders if they are surrounded by peers. In an effort to touch as many diverse stakeholders as possible, we are empowering role group representatives to mobilize sub-committees of their peers to assist with communication of the SSBIH Committee's progress and gather their group's recommendations and feedback to bring back to the district SSBIH Committee. Each time the district committee meets, the representatives will have materials, updates, and a feedback protocol to guide the work of their subcommittees.

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Subcommittee leaders will advertise their group's meetings, record member attendance at those meetings, and make every attempt to engage as many of their peers as possible in this process. Additionally, this process will allow the feedback, questions, and recommendations coming from each group to be the collective voice of that role group. Often, conversations and debate within a group assist in reaching consensus, as everyone's experiences and views may differ across subjects.

### **District SSBIH Committee Meetings:**

The District SSBIH Committee will meet on the following dates:

3/1/21 @ 5:00 PM

3/15/21 @ 5:00 PM

4/12/21 @ 5:00 PM

4/22/21 @ 5:00 PM

Tentative Board Member First Read: 5/4/21, Second Read & Vote: 5/25/21

To ensure the Board is aware of the committee's progress, the Chair and Co-Chair will brief them on committee recommendations, edits, changes, etc., monthly. Updates will allow Board members to ask questions or express concerns prior to the final recommendations, resulting in a more expedient approval and timely submission to the editors and printer.

Proposed date for Board update: 4/20/21

### **District SSBIH Committee Membership:**

\* Voting Member

Chairman: Katy DeFerrari

Co-Chairman: Matt Anderson

General Counsel: Kevin Brown (Lea Ann Robbins)

EA, Policy and Systems : Jonathan Lowe

Director of Pupil Personnel\*: Brent Lynch

DEP Member\*: Vanessa Posey McPhail - REAP Chair

DEP Member\*: BJ Bunton

Assistant Superintendent\*: LaMesa Marks-Johns

Executive Administrator\*: Joe Ellison

## **2020-2021 SSBIH Revision Process**

Students\* - Facilitated by Vanessa McPhail and Julie Barrett (Damon Duvall, Josiah Finley)

Parents\* - Facilitated by Chrystal Hawkins and Cindy Baumert (Dana Thornton, Owen Sitgraves)

Teachers\* - Tammy Berlin & Tamara Patterson

Principals\* - Jason Nuess and Duan Wright, JCASA

Assistant Principals\* - Ebony Booker and Steven Stark, JCASA

Transportation\* - Ken Stites and John McClure

Community\* - Facilitated by Suzanne Wright (Libby Mills and Roosevelt Lightsey)

Counselors\* - Deb Amchin and Calvin Brooks, JCASA

Mental Health - Renee Scheckelhoff

Behavior/Trauma - Schlonda Gates and Saundra Hensel

ECE\* - David Allan and John Roberts