



Cox's Creek Elementary School

SBDM Policy

Committee Policy

Cox's Creek Elementary shall use a communication structure that engages all staff whenever possible. Cox's Creek Elementary SBDM Council will have Program Review Committees and Ad Hoc (as needed) Committees.

Program Review Committees Composition and Membership Selection:

All members of the faculty will serve on at least one program review committee. SBDM teacher reps and SBDM secretary are exempt but may serve on a standing committee by choice. Every effort will be made for each standing committee to include appropriate representation and numbers to accomplish their tasks. An extensive good faith effort will be made to provide a reasonable representation of the ethnic diversity of our school community.

Ad Hoc Committees

As needed, the council may also approve ad hoc committees for the following tasks:

1. Analyze needs assessment for the school improvement plan.
2. Draft components for and guide the implementation of the plan.
3. Select textbooks and materials for specific subjects.
4. Participate in work to fill specific staff vacancies.
5. Address other needs as identified by the council.

For these ad hoc committees, the council will identify the specific tasks to be addressed in writing. 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 automatically dissolve at the completion of their assigned task(s)

Operating Rules for all Committees

All committees established by the SBDM council are public agencies subject to Kentucky's Open Meetings Law. To comply with the law, each committee will:

1. Establish a regular meeting schedule at its first meeting of each school year and make that schedule available to the public by posting it in a place convenient to the public.
2. Hold meetings that are not on the regular schedule only after following these special meeting procedures:

Committee Policy continued



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- a. The committee chair or a majority of members decide the date, time, place, and agenda.
 - b. Those who make the decision to have the meeting put the date, time, place, and agenda in a written notice, which they will post in a place convenient to the public at least 24 hours before the meeting.
 - c. Notice of a special meeting will be emailed to all members of the committee early enough so that they will receive it 24 hours before the meeting.
 - d. If any media organization has asked for notice of special meetings, those calling the meeting will email the written notice to the agency requesting the notice.
 - ★ Those wishing to receive notification by email must have a request in writing on file at the school.
3. Take minutes of the actions and decisions made by the committee at every meeting.
 4. Review the minutes of each meeting at the next meeting and, after making any needed corrections, approve those minutes.
 5. Make committee minutes for each meeting available to the council and to any interested party after final approval.
 6. Ensure that the principal receives an official copy to be kept with school records as required by Kentucky's Archive rules.

Reviewed or Revised: September 12, 2016
Reviewed or Revised: October 10, 2016
Approved: November 28, 2016