

SCHOOL-BASED DECISION MAKING

School: Manual High School

Subject of Policy: Committee Structure Policy

Policy Statement

The SBDM Council at Manual High School will use standing committees to encourage expanded participation in the decision making process. At times, the Council may form as hoc committees for specific purposes. Standing SBDM committees are aligned with the Standards and Indicators in School Improvement (SISI) document and JCPS best practices. The following standing committees have been established along with areas of responsibility:

- **Budget** – Members must include principal and department chairs. Recommends a budget to the Council. Recommends budget adjustments if funds change during the year. Recommends policies related to purchasing to the Council.
- **Curriculum** – Must include counselor in charge of master schedule/scheduling. Annually reviews school's curriculum. Recommends policy adjustments to the Council, based on a Council request or Committee's determination of a need. Recommends new courses and changes to academic content areas.
- **Professional Development** –Surveys staff about needs for development. Prepared PD plan based on identified needs. Implements PD plan. Approves requests to attend flexible PD opportunities if funds are available.
- **Magnets**- Members must include a representative from each magnet and a chair. Annually reviews the requirements of each magnet. Recommends changes to magnet requirements to the Council.
- **Technology** – Must include school STC. Prioritizes, monitors, and supports the utilization of technology to enhance student learning.
- **School Climate** –Promotes a positive school atmosphere for everyone at Manual High School. Works to support high moral.
- **CSIP** –Facilitates planning and revising of the annual CSIP.

SBDM – Assigned Committee Process

- The Council shall encourage the following committee composition: students, certified staff, classified staff, parents, minority representation, and representatives of the school community.
- Standing and ad hoc committees are formed and dissolved by the Council as needed. The Council will determine the needed standing committees and responsibilities of these committees each year at its first meeting of the year.
- Committee membership will be obtained through a signup of volunteers. The Council will review to determine if additional representation is needed and/or to approve this list by August 31 of the calendar year. Once approved, committee volunteers will be notified of their first meeting by the principal.

- Each committee shall elect a chairperson by majority vote at its first meeting. The term of each chairperson will be one year and the chairperson may be reelected.
- Each committee shall determine the frequency and agenda of the meetings. Written minutes of each committee meeting will be kept as an open, permanent record of the activities of each assigned committee. These minutes will be forwarded to the Council secretary and will become part of the required documentation for the Council.
- Committees have the responsibility to carry out tasks assigned to them by the Council. Committees may research issues, gather schoolwide input, or prepare drafts for the Council.
- Recommendations of the Council-assigned committees shall be made by consensus. In the event consensus cannot be reached, a majority vote will be used to approve the recommendation.
- The committee chairperson/designee must report to the Council as requested by the Council.

Date of First Reading: May 3 2017

Date of Second Reading: June 7 2017

Date Adopted: June 7 2017

Signature: _____
(SBDM Chairperson)