

# *DUPONT MANUAL HIGH SCHOOL*

## *SCHOOL BASED DECISION MAKING*

### *COMMITTEES POLICY*

#### **PURPOSE OF THIS POLICY**

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Committees will be formed to help involve all interested parties in the decision making process at this school. The school Council will direct the Committees as to their responsibilities and will act upon recommendations made by the Committees. The purpose of Committees is to make recommendations to the Council by performing the following duties:

- Research topics by contacting successful schools, using professional publications, utilizing resource people, etc.
- Get input and ideas from the school and community and compile information gathered.
- Discuss all aspects of topics; include all points of view.
- Report progress at Council meetings.
- Formulate and report recommendations.
- Supply other information the Council might need to understand the Committee recommendation.
- Revise the Committee recommendation as requested by the Council.

Committees should discuss each issue in detail, and far less discussion should be needed in the Council meeting. The Council may ask for clarification or explanation, or may guide and direct the Committee with feedback, but the real work of exploring possibilities and formulating policy recommendations should be left to the Committees.

The Council serves as the final checkpoint for the educational value and appropriate structure of the Committee proposals. The Council asks itself: Will this proposal help our school achieve its goals? Is it consistent with our mission and vision statement and our school improvement plan? Will it help our students improve? If the answer to these questions is no, then the Council will need to refer the proposal back to the Committee for further work.

# **MEMBERSHIP**

## ***TYPES OF COMMITTEES***

### **Standing Committees**

Standing Committees may have members who are Manual/YPAS teachers, counselors, administrators, support personnel, parents, students, and interested community members. Standing committees are encouraged to seek diverse members from all these groups. Each certified staff member will be given the opportunity to serve on at least one Committee. Individuals may be members of one or more Committees. Each Standing Committee will consist of a minimum of five members. It is recommended that there be at least one parent member on each Standing Committee. Other parties such as administrators and students would provide valuable insight on each Committee, and are invited to have representation on each Standing Committee. All Committees are considered to be Standing Committees unless specifically designated otherwise.

### **Limited Committees**

Due to the nature of their business, Limited Committees have specific membership and/or meeting criteria. The Limited Committees are as follows:

- **Budget Committee.** The principal, up to 2 students, up to 3 parents, a representative of each classified role group, and a department head or department head designee from each department may serve as the members of the Budget Committee.
- **Planning Committee.** The principal, a student, and the chairs (or chair designees) of the Curriculum and Instruction, Professional Development, School Climate, and Budget Committees may serve on the Planning Committee. The Planning Committee will meet on an “as needed” basis in order to develop long range school plans.

## ***INVITATION TO JOIN COMMITTEES***

The Council intends to create Committees that obtain broad-based input into the decision making process. To ensure that sort of participation, the following steps will be taken during the month of August:

- The Council Chair will notify all parents in writing of the opportunity to sign up for appropriate Committees for the new school year.
- A parent member of the SBDM Council will attend a meeting of the PTSA to describe the Committees’ work and recent accomplishments.
- The Chairs of all Committees will describe the Committees’ work and recent accomplishments at a meeting of certified and classified staff. A sign up sheet will then be made available at the meeting and time will be provided for the staff to select Committees. It is recommended that this effort occur at a regular staff meeting during the opening of school.
- A general school announcement will be made inviting students to participate on committees.

## ***JOINING A COMMITTEE***

The initial sign-up for Standing Committees will occur throughout the months of August and September. Sign up sheets for all Standing Committees will be located in the school office. Parents and community members may also indicate an interest in serving on Standing Committees in writing or by telephone, in which case their names will be added to the sign up sheet. Council members will be considered to be non-voting ex officio members of all Committees; however, they may join Standing Committees as voting members as described above.

## ***MEMBERSHIP TERMS***

Committee membership will last one year, but consecutive service is recommended for continuity.

## ***AD HOC COMMITTEES***

When the Council determines that an ad hoc Committee is needed, it may also determine the number of members the Committee needs, the groups that need to be represented, and the method for picking members. Whenever possible, the Council will ask all interested parties to sign up to serve on ad hoc Committees. If an ad hoc Committee needs to complete its work quickly, however, the Council may appoint members to the Committee immediately or designate a person to do so. Appointed members will have the option to decline.

## **COMMITTEE OFFICERS**

### ***CHAIR DUTIES***

The Chair will:

- Prepare a preliminary agenda for approval or revision by the Committee. Such notice must be delivered to any media organization that has asked to be notified of the Committee meetings, and should be posted conspicuously at the school, (and at the building where the meeting will be held if the meeting is not at the school.) Notice should be provided at least 24 hours prior to the Committee meeting. The Chair is encouraged to provide committee members with a reminder including the preliminary agenda.
- Run the meeting.
- Present reports and recommendations from the Committee to the Council or designate another representative to do so.
- Communicate Council requests back to the Committee.
- Monitor progress of Committee actions and guide these actions toward completion.

### ***RECORDING SECRETARY DUTIES***

The Recording Secretary will:

- Maintain a Committee Notebook.
- Take attendance.

- Record the minutes of the meeting and distribute them using the SBDM Committee Reporting Form as directed in this policy.
- File a copy of the minutes in the Committee Notebook.

## **COMMITTEE OPERATION**

### ***CONVENING MEMBER***

One member from the list of volunteers will be designated by the SBDM Council to serve as the Convening Member. The Convening member will organize the Committee's first meeting, and fulfill other necessary responsibilities until such time as a Chair can be selected by the Committee.

### ***MATERIALS***

Prior to their first meeting all Committees will be provided the following materials in order to conduct business:

- A copy of this SBDM Committees Policy Document.
- A copy of the Manual High School Learner Goals and Objectives.
- A copy of the SBDM Policy Making Process Flow Chart.
- A copy of the SBDM Committee Planning Form.
- Several copies of the SBDM Committee Reporting Form.
- Several copies of the SBDM Policy Form.
- Any other documents specifically required for the given Committee.

### ***FIRST COMMITTEE MEETING***

The Convening Member of each Committee will call a meeting no later than September 30. At the first meeting the Committee will:

- Elect a Recording Secretary.
- Elect a Chair.
- Designate a regular meeting schedule with dates, times, and place.
- Read Committee roles and responsibilities and any extra Council directives and outline a time line of goals/activities for the coming school year using an SBDM Committee Planning Form.

After the meeting, the Committee Chair will report all these decisions to the Council Chair by submitting a copy of the SBDM Committee Planning Form.

***SPECIAL MEETINGS (COMPLIANCE WITH OPEN MEETINGS LAW)***

If the Committee needs to meet before its next regular meeting, the Chair or a majority of members may call a special meeting. Whoever calls the special meeting must take the following steps:

- **Written Notice and Required Contents.** A written, signed notice must state the date, time, and place of the special meeting and the agenda for the meeting. No issue not listed on that agenda can legally be discussed at the special meeting.
- **Delivery of Notice.** The written, signed, notice must be delivered to every Committee member and to any media organization that has asked to be notified of the Committee’s meetings. The delivery can be made by hand, facsimile machine, or mail, but the method must be one that allows the notice to arrive at least 24 hours before the time set for the meeting.
- **Posting of Notice.** The notice must be posted conspicuously at the school, and also at the building where the meeting will be held if the meeting will not be held at the school. These copies must be posted as soon as possible after the meeting is called, and definitely not less than 24 hours before the meeting will be held.

***AGENDA ITEMS***

Any person who wishes to place an item on the agenda will do so in writing, sign it, and give it to the Committee Chair at least 48 hours prior to the meeting. If this is done, the item will be included on the Committee meeting agenda. Items not presented in this manner may be heard at the discretion of the Committee.

***AGENDA***

Each Committee will set an agenda for each meeting. The Chair of the Committee will prepare a tentative agenda for each meeting. The Chair is encouraged to post the agenda on the school Council bulletin board at least 24 hours before the meeting, and to provide the committee members with a meeting reminder including the tentative agenda. At the start of the meeting the Committee will review the tentative agenda, adding or subtracting items if necessary. (At specially called meetings not on the regular meeting schedule, items cannot be added to the agenda, but they may be subtracted.)

***PARTICIPATION IN DISCUSSIONS***

Any employee of the school district, parent, student, or community member may participate in discussion of agenda topics, except for topics that the Committee discusses in a legally called closed session.

***REPORTING***

The Recording Secretary will take minutes of each meeting and distribute those minutes to each school Council member and each Committee member using the SBDM Committee Reporting Form. The SBDM Committee Reporting Form will be kept in a Committee Notebook by the Committee Recording Secretary, and will be available upon request.

## **DECISION MAKING**

It is recommended that at least one half of the members of the Committee or their designee(s) be present for the Committee to decide on a recommendation to the Council. All Committees will use consensus decision making as the primary method of making decisions. In the event that consensus can not be reached, two Committee members may call for a majority vote.

Everyone in attendance may contribute to the discussion, but only the Committee members may be a part of the consensus or vote.

## **JURISDICTION OF COMMITTEES**

### **GENERAL RESPONSIBILITIES**

Committees will carry out their roles as directed by the Council *including, but not limited to* the responsibilities listed in this section. All activities are to be done at least annually.

### **BUDGET (LIMITED)**

Recommends a budget to the Council. Recommends budget adjustments if needs or available funds change during the year. Monitors and reports on budget implementation. Recommends policies related to purchasing to the Council.

### **CURRICULUM AND INSTRUCTION (STANDING)**

Annually review the school's curriculum for alignment with state standards and advice. Researches best instructional practices in all subjects and levels at the school. Monitor implementation of Council policies on curriculum and instruction. Recommends policy adjustments to the Council, based either on a Council request or the Committee's determination of a need. Develops components for the school improvement plan as assigned by the Council.

### **PROFESSIONAL DEVELOPMENT (STANDING)**

Surveys staff about their needs for development activities. Reviews school improvement plan components to identify needs for development activities. Prepares a professional development plan based on the identified needs. Implements the professional development plan by identifying and contracting with appropriate providers. Distribute, collect, and analyze evaluation forms for all workshops provided at the school. Approve staff member requests to attend flexible professional development opportunities if funds are available and the requests will support the school's improvement goals.

### **ADMISSION, RECRUITMENT, AND PUBLIC RELATIONS (STANDING)**

Deals with selection and admission criteria. Establishes student selection procedures. Encourages student diversity. Promotes Manual High School throughout the community.

### ***SCHOOL CLIMATE (STANDING)***

Promotes a positive school atmosphere for everyone at Manual High School. Monitors discipline and attendance policies. Works to support high moral. Seeks to make the school a safe and inviting place for teachers, students, and parents.

### ***TECHNOLOGY (STANDING)***

Prioritizes, monitors, and supports the utilization of technology to enhance student learning.

### ***PLANNING (LIMITED)***

Addresses long range planning projects such as the school transformation plan and Southern Association of Colleges and Schools accreditation.

### ***FACILITIES AND CAPITOL PROJECTS (STANDING)***

Reviews school facilities. Recommends improvements if needed. Works with other groups to promote facility improvements.

### ***GRANTS AND COMMUNITY PARTNERSHIPS (STANDING)***

Works with local businesses, organizations, and institutions to develop educational partnerships to increase student success. Monitors opportunities at local, state, and national level for sponsored support programs. Supports school to career initiatives and mentorships.

### ***ATHLETICS, CLUBS, AND EXTRACURRICULAR (STANDING)***

Deals with policy issues related to athletics, clubs, and extracurricular activities.

### ***AD HOC COMMITTEES***

Ad Hoc Committees may be formed to address specific tasks identified by the Council and will be dissolved once the task is completed.