

First Reading: Unknown

Second Reading: August 25, 1997

Revised: September 30, 2013

Reviewed: December 17, 2018

Reviewed: September 30, 2019

Reviewed: September 28, 2020

Reviewed: September 27, 2021

Reviewed: September 26, 2022

HOPKINSVILLE MIDDLE SCHOOL COUNCIL POLICY

District: Christian County

School: Hopkinsville Middle School

| Council Policy Type | Policy Number: |
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| <u> </u> By-Laws (Council operational policies) | |
| <u> X </u> Function (School Operational Policies) | |

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| <p style="text-align: center;"><u>Policy Topic Description</u> Committees Policy Statutory Authority –KRS 160.345(2)(c)2</p> <p style="text-align: center;"><u>Policy Statement</u></p> <p>This policy is intended to act as a guide to facilitate the participation of interested persons who will serve on committees, their jurisdiction, and process of membership selection.</p> |
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COMMITTEE PARTICIPATION

HMS shall have two standing committees with sub committees reporting to them. At least two teachers, one administrator, and one parent shall serve on each standing committee. Standing committees shall make recommendations to the council and the council shall have final authority. Council members may serve as ex-officio members and attend meetings when requested by the committee. Committees shall determine their meeting schedule in August of each school year.

A. The school council shall establish the following **two** standing committees:

1. Academic Performance Committee

Sub-Committees:

1. Curriculum/Assessment/Instruction/Prof. Development

2. CSIP- I & I Checks
3. Vision, Mission, Parameters, Belief Statements
4. Technology

2. Leadership Committee

Sub-Committees:

1. Safety/CRISIS Management/Discipline
2. School Culture
3. FRYSC/ School Community Relations, Communication
4. Title One/Title 9
5. Budget/Resource Allocation

- B. All interested persons shall be assigned membership to one or more of the standing committees.
- C. The principal, at the start of each school year shall post a list of standing committees in the school office. The principal, at the start of each school year shall distribute a memorandum to all staff, classified and certified, parents, and students inviting volunteers for appointment to committees by the end of the 1st month of school. Persons may volunteer for a specific committee appointment by signing up in the office, or by contacting the school to request appointment to a committee.
- D. The principal shall present the committee sign-ups to the school council by no later than the beginning of the 2nd month of the school year and the school council shall approve the committee membership by no later than the end of the 2nd month of school. Assignments will be posted in the main office by no later than 48 hours subsequent to the council approval of the final assignments.
- E. Each committee will have no less than 5 members. Each committee shall have at least 1 parent, 2 teachers, 1 staff. The school administration shall be assigned as a member or component manager to one or more of the committees.
- F. Each committee will have a chairperson and establish their regularly monthly meetings. The meeting date will be reported to the principal by each chair so the principal may compile a report of all regular meeting dates and report the schedule of meeting dates to the faculty, parents and students. The schedule of meeting dates will be posted in the main office.
- G. Each committee will establish its own frequency of meetings, date of meetings, and agenda.
- H. The principal may establish committee and/or committees if needed for special items that may include hiring for coaching positions outside the existing committees.
- I. All committees shall be governed by the above regulations set forth by the schools council.
- J. Ad Hoc Committees shall be formed to complete specific tasks not completed by the standing committees. Once the task is complete, the committee shall be abolished. Ad hoc committees shall be formed by the chairperson of the council

with approval of the council. The size and representation shall be determined by the council.

- K. All committees shall have a sign in sheet and agenda.
- L. A member of the administration shall serve as the chairperson in all standing and ad hoc committees.
- M. All committees shall use consensus as the primary method of making decisions. In the event that consensus cannot be reached, majority rule may be applied. Such decisions shall be made by at least two-thirds (2/3) of the committee members present. A tie vote shall constitute no action by the committee.
- N. All committees shall keep minutes of all official meetings and shall file said minutes with the school secretary or Curriculum Specialist (Grade Level, Content Area, Title One, SES, SLST).

Date Adopted: January 24, 2011

Reviewed & Revised: September 30, 2013 (Technology added to academic Performance Committee)

Reviewed: 9/2016

Date Reviewed or Revised: 12/17/2018

Date Reviewed or Revised: 09/30/2019

Date Reviewed or Revised: 09/28/2020

Date Reviewed or Revised: 09/27/2021

Date Reviewed or Revised: 09/26/2022

Council Chair Initials: _____