

## **HOPKINSVILLE MIDDLE SCHOOL COUNCIL POLICY**

District: Christian County

School: Hopkinsville Middle School

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

<p style="text-align: center;"><b><u>Policy Topic Description</u></b> <b>Committees Policy</b> <b>Statutory Authority –KRS 160.345(2)(c)2</b></p> <p style="text-align: center;"><b><u>Policy Statement</u></b></p> <p><b>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.</b></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

2. Leadership Committee

Sub-Committees:

1. PBIS
2. Wellness Committee
3. School Culture/Social

- 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 1<sup>st</sup> 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. 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.
- E. Each committee will establish its own frequency of meetings, date of meetings, and agenda.
- F. The principal may establish committee and/or committees if needed for special items that may include hiring for coaching positions outside the existing committees.
- G. All committees shall be governed by the above regulations set forth by the schools council.
- H. 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.
- I. All committees shall have a sign in sheet and agenda.
- J. A member of the administration shall serve as the chairperson in all standing and ad hoc committees.
- K. All committees shall keep minutes of all official meetings and shall file said minutes on the school website, shared drive, or sent out via email.

Date Adopted: January 24, 2011

Reviewed & Revised:

Council Chair Initials: 

Date Reviewed or Revised: 09/27/2021

Date Reviewed or Revised: 09/26/2022

Date Reviewed or Revised: 09/23/2024

First Reading/Revision: 10/20/2025

Second Reading: 11/19/25