

## SCHOOL-BASED DECISION MAKING

**School:** Fern Creek High School

**Subject of the Policy:** Committees

### *Policy Statement*

The SBDM Council at Fern Creek High School will use standing committees to encourage expanded participation in the decision-making process. Equity and inclusion are a priority. Every effort will be made to ensure that minority and diverse staff members have the opportunity to be involved in the committees. At times, ad hoc committees may be formed by the Council for specific purposes (e.g., budget, scheduling, principal selection). The following standing committees have been established along with the areas of responsibility:

#### Backpack of Skills

- Curriculum
- Instructional Practices
- Instructional Materials and Technology
- Data Analysis
- Assessment Practices

#### Racial Equity

- Needs Assessment Data Analysis
- Development of the School Improvement Plan (SIP)
- Professional Development/Learning (PD/L)
- SIP Progress Monitoring

#### Culture and Climate

- Safety
- Discipline
- Parent/Community Involvement
- Attendance
- Extracurricular Activities

### **Operational Procedures for SBDM Council-Assigned Committees**

- A. The SBDM Council at Fern Creek will use an ad hoc and standing committee structure to encourage expanded participation in the decision-making process.
- B. Faculty, classified staff, parents, and community members will be encouraged to serve on SBDM-assigned committees.
- C. Standing and ad hoc committees will be formed and dissolved by the Council as needed.
- D. Committee membership will be obtained through a sign-up list of volunteers. If the list of volunteers does not racially reflect the student population, additional outreach will be required to diversify the pool of candidates. The Council will review the list to determine if additional representation is needed and/or to approve this list. Once the list is approved, committee volunteers will be notified of their first meeting by the principal.

- E. Each committee, unless otherwise specified in SBDM policies, shall elect a chairperson by majority vote at its first meeting. The term of the chairperson will be one year, and the chairperson may be reelected.
- F. Each committee shall determine the frequency and agenda of meetings. Written minutes of each committee meeting will be kept as an open, permanent record of the activities of each assigned committee. These will be forwarded to the SBDM Council and will become a part of the required documentation of the Council.
- G. 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 SBDM Council but shall not discuss individual students.
- H. Decisions of the SBDM-assigned committees shall be made by consensus. In the event that consensus cannot be reached, a majority vote will be used to decide the issue.
- I. The committee chairperson/designee must report (orally and/or in writing) to the SBDM Council as requested by the Council.

**Date of First Reading: 9-20-18**

**Date of Second Reading:** 10-18-18

**Date Adopted:** 10-18-18

**Signature:**   
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(SBDM Council Chairperson)