

# SCHOOL-BASED DECISION MAKING

## Policy Format

School: Hite Elementary School

Subject of the Policy: Mission and Duties of SBDM Committees

### Policy Statement:

The SBDM Council will encourage expanded participation in the decision-making process through various committees. Parent volunteers will be recruited during the first weeks of school through the use of the SBDM committee interest survey. Staff members sign up for committee participation prior to the beginning of the school year.

Committees shall operate under the same record-keeping guidelines followed by the Council. All meetings are open to the public and subject to open records law. The five standing committees established by the Council are:

Budget, Curriculum, Climate, Comprehensive School Improvement Plan, and Technology.

### Committees shall:

1. Elect a chair and secretary.
2. Make membership open to all members of the Hite community as outlined for parent membership on the Council.
3. Keep accurate and comprehensive records of committee reports and share with the Council.
4. Report recommended actions to the Council.

Responsibilities of the Comprehensive School Improvement Plan (CSIP) Committee include:

1. Elect a chair and secretary.
2. Maintain records and provide reports to SBDM Council.
3. Include parents in all activities.
4. Set and communicate the meeting schedule.
5. Conduct ongoing review to insure proper implementation of the current plan.
6. Review test results and disaggregated data, other achievement data, surveys, and other information to develop, revise, and implement the CSIP.

7. Communicate school improvement information throughout the development process to all stakeholders through public meetings, newsletters, social media, and public postings.
8. Develop a school-based professional development plan according to the needs identified through staff surveys, test data, CSIP, and achievement progress results.
9. Review professional development requests from staff and approve funding where appropriate to support CSIP goals.

**Responsibilities of the Budget Committee include:**

1. Elect chair and secretary.
2. Maintain records and provide reports to SBDM Council.
3. Include parents in all activities.
4. Allocate funds from the basic general budget when determining school needs, operational and instructional, based on CSIP goals along with staff surveys.
5. Determine additional staffing, programs, and materials according to available funding.
6. Dispense flexible funds as appropriate, based on school needs and prioritize recommendations in order to support school improvement efforts.

**Responsibilities of the Curriculum Committee include:**

1. Elect chair and secretary.
2. Maintain records and provide reports to SBDM Council.
3. Include parents in all activities.
4. Use test results to analyze curriculum and instructional needs.
5. Write, revise, and recommend SBDM policies related to curriculum and instructional practices.
6. Select textbooks and materials for the school and make recommendations for purchase to the SBDM Council.

**Responsibilities of the Climate Committee**

1. Elect chair and secretary.
2. Maintain records and provide reports to the SBDM Council.
3. Include parents in all activities.
4. Regularly review, revise, and distribute the School Safety Plan as appropriate.
5. Evaluate school safety concerns as they arise and address problems, making recommendations to the Council.
6. Make recommendations to the CSIP Committee and Council related to safety components of the school improvement plan.

7. Address health issues, school culture, and learning environment as needed.

Responsibilities of the Technology Committee include:

1. Elect a chair and secretary.
2. Maintain records and provide reports to the SBDM Council.
3. Include parents in all activities.
4. Develop and recommend professional development activities for staff.
5. Establish standards for use of technology for instruction.
6. Develop, review, and revise the school technology plan.
7. Determine technology needs and make recommendations for allocation of district/state technology funds to support school goals.

Committee representation shall match the Council makeup, which is: one administrator, two parents, and three teachers. Minority representation is a goal. Each committee shall elect a chair and secretary by majority vote. Committees shall submit their recommendations, written and oral, to the Council for consideration.

Committees shall review all recommendations to determine if there are conflicts with any Board of Education policies or contractual obligations.

Each committee shall determine and communicate the frequency of meetings, set agendas, maintain minutes, and share information with the community.

Date of 1 <sup>st</sup> Reading:	<u>03/16/05</u>
Date of 2 <sup>nd</sup> Reading:	<u>04/20/05</u>
Date Adopted:	<u>04/20/05</u>
Date Revised:	<u>02/15/11</u>
Date Revised:	<u>12/17/14</u>

Signature:

  
SBDM Chairperson