**Sebastian Elementary School Committees Policy**

**[KRS 160.345(2)(c)2]**

**Purpose:**

The Committee Policy of LBJ Elementary School ensures equitable participation in the decision making process for teachers, parents and the school community as a whole.

A. The school council shall review and consider but not be limited to the following committees/teams:

CSIP Leadership Committee

MTSS Team

SCM Team

Literacy Committee

Support Staff Committee

B. Upon formation of the standing committees the following shall apply.

1. All interested persons shall be assigned membership to one of the standing committees. The only exception will be the Support Staff Committee which will have representatives from the following groups: instructional assistants, cafeteria staff, office staff, custodians, nurse’s office, and the SES FRYSC.

2. The principal, by August 1 of each year, shall post a list of standing committees, as determined by the SBDM, in the school office. The principal shall, by September 1, submit committee assignments to the SBDM Council to be approved for the school year through June 30 of that school year. Persons may ask to serve on specific committees by contacting the principal on or by August 15th.

3. The school council shall attempt to assign all parents and teachers to committees they request, but the council reserves the right to approve all final assignments. Assignments will be announced by September 15th through email

4. Each standing committee will have no less than 3 members. The principal shall be assigned as a member of all committees established at the school.

5. Each committee shall assemble no later than Sept 30th to elect a chairperson and establish their regular monthly meeting date. The meeting date will be reported to the principal by the chair within 48 hours of the initial assembly so that the principal may compile a report of all regular meeting dates and report this schedule of meeting dates to the superintendent, faculty, parents, and local media requesting this notification. The schedule of meeting dates will be posted on the weekly bulletin sent to staff and/or through One Calls.

6. Each standing committee will establish its own frequency of meetings, date of meetings, and agenda.

C. The school council may establish ad hoc committees to accept specific assignments at the discretion of the school council. Ad hoc committee formation shall be subject to the requirements listed in paragraphs 4 and 6 of this policy (with the exception of timelines). All other requirements for an ad hoc committee shall be established in the jurisdiction statement specifically created by the council for the ad hoc committee upon its creation.

This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

Updated: April 13, 2021

Adpoted: May 11, 2021