



# Bath County High School

School Based Decision Making Policy

**Policy Topic Description:**

Committees and Participation

**Council Policy Type (Check One):**

By-Laws (Council Operations Policies)

Function (School Operational Policies)

**Policy Number:**

3.00

**Policy Statement:**

The council shall establish standing committees at the beginning of each school year if standing committees are to be used. The council may establish ad hoc committees at any time to complete special tasks. Ad hoc committees shall cease to exist once the assigned task(s) has been completed or the council may terminate any committee for which there is no further need. When standing committees are used by the council, all teachers shall serve on at least one committee. Each standing committee and ad hoc committee shall have representation from parents, students, classified staff members, and the central office (if these people are available). The chairperson of each standing committee shall be responsible for ensuring proper representation from all stakeholders aforementioned. Each committee shall select a secretary and chairperson. The chairperson will be responsible for conducting all committee meetings and the secretary shall be responsible for documenting all discussions and actions of the committee. The secretary will be responsible for distributing all minutes to each committee member as well as providing a copy of the minutes to the SBDM secretary. The secretary shall also post all unofficial minutes in the faculty/staff lounge or on the SBDM bulletin board (if one is available in the school) for viewing by all stakeholders of the school. All committees must adhere to Open Records Laws and all committee meetings must be advertised in at least one way.

Date Adopted: 5/13/14

Signature: \_\_\_\_\_

*Paul W. Prater*

Council Chairperson

Date Revised: 7/13/2010