

**Frankfort High School
Committees
First Read: 9/28/20
Second Read: 10/27/20
Adopted: 10/27/20**

Policy Statement

This policy is intended to guide the formation and function of standing and ad hoc committees that will be established to gain input from all stakeholders including certified and classified staff, parents, students, and community members. Standing and ad hoc committees shall serve as a council resource for gathering data and information and making recommendations to the school council.

Policy

Formation of Committees

Standing and ad hoc committees are formed and dissolved by the school council as needed. The standing committees can only be dissolved through the process of amending bylaws.

When a committee is formed, the makeup of the committee will be determined by the council. Once the makeup of the committee has been determined and approved by council consensus, nominations for the committee will be open. Staff nominations will be open to all certified and classified staff members, Parent nominations will be open to all individuals with educational guardianship of current students, student nominations will be open to all current students grade 9-12, and community member nominations will be open to all members living and/or working within the boundaries of the Frankfort Independent School District.

Operation of Committees

All committees both standing and ad hoc will operate under the following standards:

- Task – The council shall describe in writing the tasks each committee is to complete and shall develop and communicate to the committees a general timeline for all major tasks.

- Chairperson – Committees shall select a chairperson from members who are present at the meeting. The Chairperson shall not be an administrator of the school. The chairperson will file meeting minutes and report recommendations to the council.
- Agenda – All committees shall operate by an agenda. The chairperson shall form the agenda with input from committee members. The agenda shall be disseminated to committee members 24 hours before the meeting.
- Resources – All professional, technical, and financial resources needed by committees to perform their tasks shall be approved by the council or principal. Requests for resources shall be made in writing or email to the council or principal.
- Decision making – Majority rule is the primary method of committee decision making. Only committee members are eligible to vote. A tie vote shall constitute no action by the committee.
- Quorum – Two-thirds of the members of the committee must be present for the committee to make a decision.
- Open Meeting – All committee meetings shall be open to the public except where personnel, legal issues affecting the committee, or rights to privacy issues are under consideration. Under one or more of these conditions, a committee may go into executive session. All decisions made by committees shall be open to the public meeting.
- Minutes – All committees shall keep minutes of all official meetings and shall file such minutes in a minute book that shall be made available to the public in the school's administrative offices. Committees shall approve all minutes.