

SCHOOL DISTRICT OF MAYVILLE

537-Rule

INSERVICE COMMITTEE GUIDELINES

A. **Committee Structure**

1. Membership

- a. Inservice Committee members will be selected from within the groups they represent by the committee and then approved by the Board of Education in January.
- b. The chairperson is to be selected by the Committee each year in January. The chairperson may be re-elected, but not more than two terms.
- c. Two Board members, a representative of the administration, two elementary EC-2 representatives, two middle school representatives, two high school representatives and one special area representative will be recommended for Committee membership to the Board for approval.

2. Length of Term

- a. The term of each Committee member will be three years.

3. Timetable for Inservice Committee Operation

- a. Select Committee members in January.
- b. Install new members by February.
- c. Train Committee members by March.
- d. Identify and prioritize needs by April.
- e. Submit inservice plan, calendar and budget to the Board by May 1.

4. Communications

- a. Open and trustful conditions should exist to facilitate two-way communication.
- b. Should voting be required, a simple majority of the Committee membership will carry the motion.

B. **Committee Functions**

1. Responsibilities and Authority

The Inservice Committee shall:

- a. Be the only recognized vehicle for developing and implementing all inservice programs.
- b. Identify needs of students, teachers, support staff, community, Board and administration.
- c. Plan and prioritize long and short-term goals.
- d. Develop a timetable, plan of action and budget.
- e. Evaluate the program at the end of the school year.
- f. Establish guidelines for its own operation.
- g. Keep records of the funds spent.
- h. Provide two-way communications with groups affected.
- i. Promote a positive attitude toward education in the community.

2. Subcommittees and Task Forces

- a. The Inservice Committee shall have the responsibility of appointing and dissolving ad hoc committees/task forces that shall operate under a problem-solving process.
- b. All sub-committees/task forces shall include at least one member of the Inservice Committee.

3. Support Mechanism

- a. The District shall provide three days of released time during the normal school day to all staff involved in the Inservice Committee.
- b. The Inservice Committee shall develop and present to the Board a plan of action, timetable and budget for the following school year by the first monthly Board meeting in May.

4. Roles and Responsibilities of Individual Committee Members

Inservice Committee members shall:

- a. Attend Committee meetings.
- b. Support Committee decisions.
- c. Relay peer group attitudes and comments to the Committee.
- d. Communicate Committee action to their peers.
- e. Have equal status on the Committee.

APPROVED: December 16, 1974; September 17, 1979

ADOPTED: January 20, 1975; October 15, 1979

REVIEWED:

REVISED: December 15, 1975; August 22, 1977; January 6, 1986; August 2, 2004

Signatures of School Board Members:

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