

**Rules of Procedure of the Steering
Committee at the German International
School
Washington D.C.**

1. Definitions and Terminology

Definitions

- a. "Panels" include the Head of School, the Parent's Council (SEBR), the Student Government (SMV) and the Board of Directors
- b. "Departments" include the Preschool (Kiga), Elementary School and SEL (GrSch), Upper School (WeiSch) and Administration.
- c. "School Community" includes panels and departments as well as all other stakeholders

Terminology(m)2.8 (s)JLdy <

survey group with conducting a survey. Guidelines on conducting surveys can be found in the "Survey Policy".

- g. The Steering Committee works in a very transparent manner to achieve a high degree of acceptance and effectiveness. On a regular basis and in cooperation with the Head of School, it informs the school community of the progress of its work (website, information boards in school buildings).
- h. The members of the Steering Committee agree to contributing to the work of the Steering Committee on a continuous basis and to exchange information with the panels and departments in question regularly.

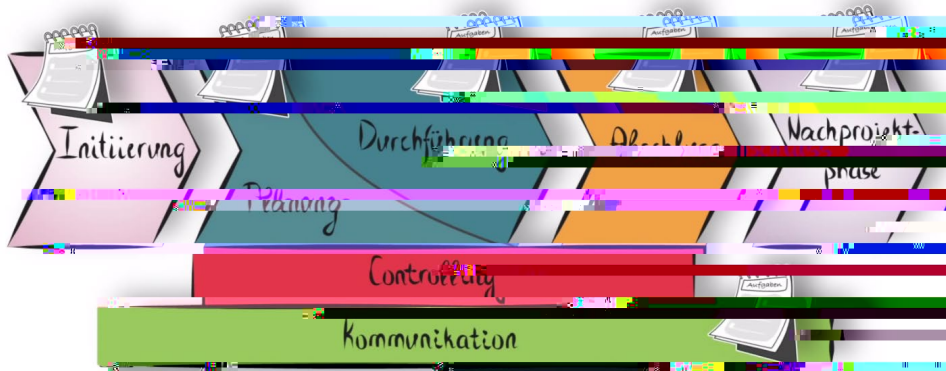
3. Members of the Steering Committee

- a. The Steering Committee consists of at least one and no more than two elected members of each panel and department. The representatives of the individual panels and departments are meant to reflect the breadth of the entire school community.
- b. Candidates are nominated by their panels and departments and are confirmed by election-3.3 (m)-3.4 (i)2-11 (l)

5. Heading up the Steering Committee

- a. The Head of the Steering Committee is a function that is assigned by the Head of School for a period of 3 years after a school-wide call for proposal is completed. This term can be extended by one year without another call for proposal. The function may be held by the same person for an additional three years after a successful application following a call for proposal.
- b. The Head of the Steering Committee and their Deputy work in close cooperation and commit to a continuous exchange of information.
- c. At the time of calling a meeting – no later than 7 days in advance of the proposed meeting – the Head of the Steering Committee will present an agenda and attach relevant meeting documents. The meeting times will be entered into the school-wide calendar at the beginning of the school year.
- d. Meetings of the Steering Committee should take place at least every quarter but no more than once a month while school is in session. Meetings should take place outside of school hours. Two meetings may be called as half-day meetings from 1 pm and, alternatively, one full-day meeting may be called. Meetings may be held online.
- e. Meetings by the Steering Committee are public and those interested in attending a meeting should register with the Head of the Steering Committee at least 3 days in advance. Members of the Steering Committee may motion for guest speakers to attend a committee meeting. Guest speakers don't have voting rights and have to leave the meeting before voting begins.
- f. Minutes of committee meetings will be kept. The Head of the Steering Committee is responsible for ensuring that minutes are kept continuously and a record of committee decisions is maintained.
- g. The Head of the Steering Committee

- c. Projects have a time limit and a clear definition of the tasks and objectives associated with them. The following steps apply:



- d. The Head of the Steering Committee monitors the compliance with the steps and informs the Head of School if a project is in danger of failing and adjustments may be necessary.
- e. Project tasks may be assumed by one person (as a project lead) or by a project group. Depending on the objective, project groups consist of members of the faculty or the administration, parents, students and members of the board. Each project group elects a project lead that will report to the Head of the Steering Committee and ensure that the project task is executed as planned.
- f. An action plan helps with the detailed planning of a project and contains SMART milestones. The milestones are established in cooperation with the Steering Committee. No later than 4 weeks before the end of the school year, the project lead will send the action plan, the self-report and any meeting minutes to the Head of the Steering Committee. No later than 2 weeks after the beginning of the new school year, they will submit the updated and adjusted action plan for the coming school year.
- g. The Head of the Steering Committee will create a yearly overview based on the action plans they received from the project groups and will present it during the first Steering Committee meeting of the new school year. This overview will then be presented to and approved by the entire faculty.
- h. After such approval, and in close cooperation with the Head of School, the status of the project work will be published to the school via the different publication channels.
- i. The completion of a project tasks will be noted in a draft paper which will then be approved by the Head of School and the Head of the Steering Committee and presented to the departments. A motion of this draft paper will be entered at the time of an All Faculty meeting and decided upon by the entire faculty.
- j. Actions taken based on this project and any effects resulting from them will be evaluated by the Steering Committee within two years of project completion. The results of such evaluation will then be presented to the Head of School and suggestions for adjustments may be recorded.

7. Liaisons to the Steering Committee

Every project group will have one member of the Steering Committee assigned who serves as a liaison to the committee but cannot take on a project lead role. The Head of School and the Head of the Steering Committee may not take on the role of liaison.

