



**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

- d. GISW German International School Washington D.C.
- e. *Auslandsschulqualitätsmanagement* (AQM, Quality Management of the German Schools Abroad)
- f. *Bund-Länderinspektion* (BLI, Audit by the German Federal and State Authorities for Educational Planning)
- g. Peer review
- h. *Zentralstelle für das Auslandsschulwesen* (ZfA, Central Agency for German Schools Abroad)

2. Responsibilities of the Steering Committee and its members

- a. Advises and supports the Head of School in managing the AQM process. The AQM process is considered a shared responsibility of the school community including all departments and panels of the GISW.
- b. Prepares and coordinates the mandatory stages that the school passes through as part of the AQM process (BLI, *Bilanzbesuch*, Peer Review); in close cooperation with the Head of School.
- c. Performs evaluations within the framework of school development, sets development goals and oversees the work of the project groups as it relates to achieving these goals; in close cooperation with the Head of School.
- d. Supports the implementation of key developmental goals that have been devised in cooperation with the ZfA. These goals are then shaped into concrete tasks and projects and then assigned to project groups/leads. The Steering Committee is updated on the progress of the project work on a regular basis and offers support in achieving the developmental goals.
- e. Advises the school on the implementation and further development of the school's strategic plan in close cooperation with the Head of School and the Board of Directors. The Head of School is responsible for reporting to the Steering Committee and the entire faculty on the evaluation of the strategic plan by the Board of Directors in a timely manner.
- f. Evaluates the progress and effectiveness of actions taken by conducting regular surveys. The school community may request departments/panels/projects to be evaluated by the Steering Committee. Only the Steering Committee, after being asked by the Head of School, may task the

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 elections during panel and department meetings. The candidate with the majority of votes (and the second highest number of votes if two members are elected) is elected to the Steering Committee.
- c. The regular term of office in the Steering Committee is 3 years.
- d. The term of office of the representatives is at least one year but no more than three years. Representatives may be reelected. Elections in the panels and departments take place at the beginning of each school year. The election results will be announced during the following All Faculty Meeting.
- e. If a member leaves the Steering Committee before the end of their term, a new election will only take place if the panel or department in question is no longer represented due to this resignation.
- f. If the panels and departments fail to elect a representative, the panel leaders and department heads may name a representative.
- g. The Head of School invites all members to the constituent meeting of the new Steering Committee. During this meeting, all members elect the Deputy Head of the Steering Committee. It is up to the Head of School to name the member with the most votes the Deputy Head of the Steering Committee.

4. Guidelines on Voting

- a. Decisions by the Steering Committee are based on a clearly formulated motion that is decided on by the majority vote. Every member of the Steering Committee may enter a motion that the chairperson will have a vote on, provided that the motion complies with the school's by-laws and other legal guidelines.
- b. A motion can only be voted on when two thirds of the elected members of the Steering Committee are present and at least 3 different departments are represented at voting time. Each member has one vote. The voting right is non-transferable.
- c. Voting is done by show of hand, but may be conducted anonymously by request. Personnel decisions are voted on anonymously in all cases.
- d. In case of a tied vote the motion that was entered is considered denied.

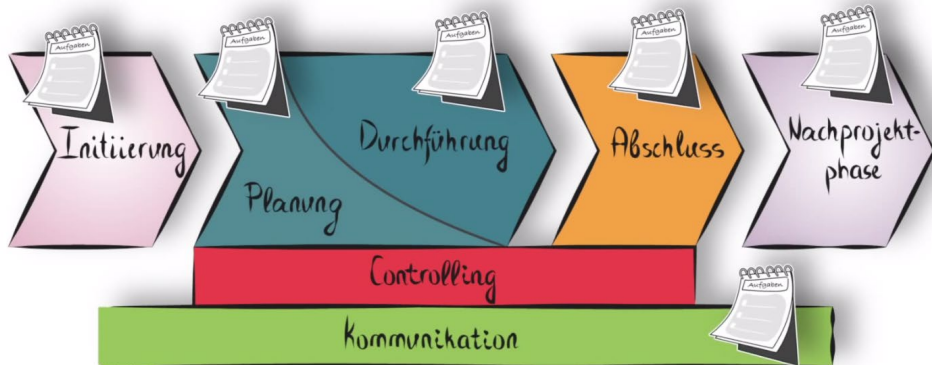
5. Heading up the Steering Committee

- 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 and the Head of School meet once a month. Other department heads may be asked to attend these meetings.
- h. At the beginning of the school year, the Head of the Steering Committee will use the action plans presented by the project groups to create an overview of the milestones to be achieved. There will be a vote on the action plans of the project groups at the initial meeting at the beginning of the school year. The Steering Committee may prioritize individual projects and their action plans by voting on them.
- i. At the end of the year, the Head of the Steering Committee will report on the committee's actions. This report will be presented to the Steering Committee as well as the Head of School.
- j. On the occasion of the All Faculty meeting, the Head of the Steering Committee will inform the faculty on the work of the Steering Committee and the project groups it manages.
- k. Due to the duty of external representation held by the Head of School, all publications by the Steering Committee will have to be approved by the Head of School.

6. Projects (Project Groups/Project Leads)

- a. The Steering Committee initializes projects in order to realize development goals. The committee will monitor the project work. Project groups and project leads report back to the committee and will present the milestones reached at the end of the school year in accordance with the action plan they had agreed on with the committee (by way of self-reporting).
- b. Ideas for development may be brought before the Steering Committee by all departments of the school. They start out as project ideas that are discussed with the Head of School and will then be presented at the All Faculty meeting as a formulated motion that will be decided upon by the entire faculty.

- 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.

7.1. Duties on the part of the project lead towards the liaison to the Steering Committee

The project lead commits to

- a. notifying the liaison (i. e. via e-mail) on a regular basis (at least three times per school year) on the current status of all project work, in particular when it comes to delays in project execution and adjustments deemed necessary,
- b. presenting the minutes of the project group meetings to the liaison in a timely manner,
- c. drafting a summary of the suggestions that came from meetings of the Steering Committee and to submit such summary to the liaison promptly,
- d. maintaining and updating the action plan in accordance with the adjustments that were deemed necessary.

7.2 Duties on the part of the liaison towards the project lead

The liaison commits to

- a. keeping informed on the progress of the project group while adhering to the timeline established to achieve the milestones,
- b. advising the project lead and providing support if problems arise,
- c. monitoring the compliance with established milestones of the action plan as well as the documentation and the adherence to time limits,
- d. supporting and advising the project lead with regards to the presentation of project results and the reporting within the Steering Committee.

8. Taking effect

- a. These rules of procedures will take effect upon approval by the faculty at the All Faculty meeting on August 18th, 2020.
- b. After a trial period of two years, the rules of procedures may be updated if a motion to do so is approved by two thirds of the members.
- c. Updated rules of procedures will have to be presented to the entire faculty during an All Faculty meeting to be approved with a majority vote.