

**Attachment C –  
Oversight Committee Charge**



January 3, 2005

**Charge  
Water Policy Oversight Committee**

**1. Authorization:**

Appointing Authority: School Board  
To be appointed: February 10, 2005

**2. Charge:**

Rationale: At the same time the School Board approved the Board Policy and Procedure on drinking water quality and access, it authorized the creation of a community oversight committee.

Responsibilities and Scope of Review: The committee will receive periodic briefings and be asked to comment upon and make recommendations for progress of the Water Quality Improvement Program (WQIP). This includes implementation of the WQIP, including, testing, remediation, and follow-up necessary for full implementation of Board policy and procedure and recommendations for policy revisions, if any.

Meeting Schedule: Monthly meetings during 2005, quarterly meetings thereafter (or more often as required)

Manner and timing of expected work product: Regular comments and recommendations to staff regarding conduct of WQIP, semi-annual reports to the School Board, more often as appropriate.

Term of Committee: Three years

Length of term of individual members: Same

Staff support required: Regular attendance by manager of WQIP, with additional staff attendance as necessary. Staff will provide copies of documents and prepare reports as requested.

Reporting relationship: To School Board.

Staff Contact: Regular contact is the designated Manager of WQIP. Contact Superintendent or Chief Operating Officer as necessary.

**3. Member Selection and Qualificaitons**

Number and Qualifications of committee members: (As oversight committee, should not include any district employees, although they are welcome to attend meetings).

- Parents/PTSA (3: two elementary, one secondary; at least one appointed by SCPTA)
- Health Experts (2) (Public health, toxicology or pediatrics)
- Drinking Water Technology experts (2)
- Students (2 annually): probably a one-year term for each would be reasonable

Selection Process: Nominations to Executive Committee by January 31. Final selection will give consideration to those community members and groups who have not historically been active or

represented in District decision-making processes, as well as representation by individuals of differing gender, ethnicity, race, age, geography and stakeholder interest groups.

Public Notice:

District website  
Seattle Council of PTAs (to forward to all PTAs)  
All principals (to forward to all site councils and building leadership teams)  
Interested community organizations including Pipes First and Washington Toxics Coalition  
Key Communicators  
Solicit recommendations from County and State Health Departments  
Notice to individuals that testified before Board: Mark Cooper, Ed Schwartz, Odile Lallemand, Sarah Westervelt, Carol Pennie  
Community newspapers (including ethnic newspapers)  
District Access Committee

Committee orientation: During February 2005.