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## **BOARD ADOPTED PROCEDURES**

### **A. Background**

Community participation on committees helps leverage expertise, build relationships, improve critical thinking and deepen involvement of community members in public education. Committees have various functions, including research, oversight of ongoing activities, serving as a variety of vehicles for community input into development of policy, information exchange and networking. Some community and/or family participation is already required by certain grants or by Board policy.

Historically, Community Advisory and Oversight Committees have been established for short term fixed assignments to advise the School Board and staff on matters of interest, or long-term oversight of ongoing operations matters.

Some committees are mandated as a condition of receiving grants or other program funds; others are not required, but exist because they perform useful functions.


This Policy and Procedure shall not operate to eliminate or reduce the availability of other avenues for community input to Board and Superintendent, such as email, surveys, open meetings, community meetings and public hearings, parent organizations and focus groups.

### **B. Establishing Committees**

Advisory and Oversight Committees shall serve in an advisory capacity and without pay. The final decision on any matters presented to them shall remain with the School Board or Superintendent, as appropriate.

#### **1. Appointing Authority**

The Superintendent or School Board shall approve all committees and appointments involving members of the community. The School Board or any Board Committee may establish an Advisory or Oversight Committee.

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2. Charge

A written charge or assignment shall be made to the committee by the appointing authority. The charge shall describe the number and qualifications of committee members, selection process, responsibilities, scope of review, manner and timing of expected work product (e.g., due date for written report), term of the committee, length of term of individual members, staff support required and reporting relationship to the appointing authority. The appointing authority may modify the Charge from time to time.

3. Duration of Committee and Terms of Office

The duration of the committee shall be established in the charge, and shall be set as appropriate to match the expected function of the committee. Unless specified in the Charge, the duration of the committee shall be one year.

The terms of individual members shall also be established in the charge. Unless specified in the Charge, the duration of an individual member shall be one year.


4. Notices

Notification of the establishment of a committee shall be made in a manner designed to inform all individuals who might reasonably be interested in serving. It shall include, as a minimum, a link on the District website and direct written notice to active community organizations which may have an interest in participation. As appropriate, other methods used to identify and contact potential committee members should include: District email lists; letters to key communicators; site councils; community and ethnic newspapers; radio station public service announcements; postings in neighborhood centers, public libraries, public clinics and housing, school bulletin boards, PTSA. Notice should identify the expected time commitment involved.

5. Qualifications and criteria for selection

Committee members may include members of the community at large, staff (including building administrators and staff, teachers and central office staff), students, parents and other family members, experts and representatives of particular organizations. Qualifications shall be set out in the Charge.

The Superintendent or designee shall appoint staff representatives. Representatives of particular organizations shall be nominated in writing by the head of that organization

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to the appointing authority. Students, members of the community and experts may be self-nominated or nominated by Board members, the Superintendent or designee. Preference shall be given to individuals who reside within the District. Consideration should be given to involve 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. No one may serve on the committee who has a financial interest in the outcome of the recommendations made by the committee.

The actual appointment shall be at the discretion of the appointing authority, who may accept or reject any nomination. By agreeing to serve on the committee, a person acknowledges his or her acceptance of the requirements of this Procedure and the Charge for that committee.

#### 6. Documentation

The appointing authority shall prepare a memorandum documenting the establishment of a community committee, which shall include, at a minimum the Charge, membership, selection process and manner of notification to the community and a discussion of consideration given and efforts made to involve individuals and groups who have historically been under-represented in District decision-making processes, as well as representation by individuals of differing gender, ethnicity, race, age, geography and stakeholder interest groups. A copy of the memorandum shall be kept in the Board office and JSCEE reception area for public review.


### C. Operations

#### 1. Staffing

The Charge shall set out the staff support required by the committee, including the cost for the expenditure. Such support may include scheduling meetings, distributing agendas and handouts, preparing and distributing minutes, providing information, participation as a member, etc. Consideration should be given to utilizing volunteers to reduce the time spent by District staff.

#### 2. Orientation

The Superintendent or designee should provide an appropriate orientation to new committee members relating to the specific functions of the committee, as well as

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general information about the District relating to organizational structure, resources available, terminology, etc.

3. Presiding Officer, Voting and Other Committee Operations:

Unless the Charge specifies otherwise, decisions regarding committee operations, including selection of a presiding officer, voting standards and other matters shall normally be established by the committee at its initial meeting.

4. Meetings

The frequency of meetings, places times and form of announcements shall normally be set by the committee itself, although the Charge may also provide direction in that regard.

5. Expenses

Reimbursement of any out of pocket expenses shall require prior written approval by the appointing authority.


6. Open Public Meetings Act and Records Retention

Even though advisory committees do not have actual or de facto authority to take action on behalf of the School Board, they are not subject to the Open Meetings Act and are not legally required to keep minutes. Meetings should be open to the public and minutes should be kept. Records of the committee which are provided to the District should be treated the same as any other records of the District.

7. Reports

The committee shall make periodic progress reports to the appointing authority as set forth in the Charge. Any presentations or reports to the Superintendent or School Board or Board committees shall become public documents by virtue of their presentation to the School Board or Board committee in a public meeting. Reports by a minority of members of the committee will also be permitted.

8. Follow-through.

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The authorizing entity will respond within three months of receiving the final committee report regarding each of the recommendations made by the committee, and include a brief rationale for any recommendations, which it cannot, or will not follow.

9. Indemnification

The District in accordance with approved Board policy shall indemnify committee members acting in good faith in the course of their responsibilities.

This procedure Replaces F04.01- Citizens Administrative Advisory Groups Procedure