

SCHOOL BOARD ADVISORY COMMITTEE

GUIDELINES FOR STAFF LIAISONS

Policy 1710.12, Citizen Advisory Committees to the School Board

Revised Policy 1710.12, Citizen Advisory Committees to the School Board, is scheduled for School Board action on September 2, 2010. A copy of the policy will be sent to each staff liaison once it has been approved.

Committee Membership

School Board Advisory Committees are established for a two-year term, beginning and ending in even years. Most committees are comprised of Board members appointees, community organization representatives, administrators, teachers, parents, and students.

- By May 1 of even years - each committee staff liaison sends the Nomination form (attached) to member organizations.
- Deputy clerk obtains names of School Board members' appointments.
- June 1 - staff liaison provides the School Board deputy clerk with organization appointee names.
- Committee members may be reappointed to a committee by a Board member or a community organization.
- First School Board meeting in June - appointee names are listed on the meeting agenda as New Business.
- Second School Board meeting in June - School Board votes to approve committee appointments, for two-year committee terms beginning July 1.
- Deputy clerk sends list of approved appointments, and contact information for School Board members' appointees to staff liaisons.
- June 30 - previous two-year committee terms are concluded.
- July 1 - new two-year committee terms begin.
- Each appointment must be approved by the Board prior to that individual's participation in meetings of the committee.
- School Board will vote on replacement or additional appointees at succeeding meetings.
- Staff liaisons will be sent the list of their committee's Board-approved members and the contact information for School Board appointees after each Board vote for an appointee to their committee.

Committee By-Laws

- In accordance with Policy 1710, each committee shall maintain a set of by-laws that specify the purpose, membership, officers, general organization, opportunities for public participation, and meeting schedule consistent with any applicable government rules and regulations and as approved by the advisory committee and the School Board.
- The by-laws shall be in agreement with the [School Board Governance Manual](#), particularly with regard to membership.

Charge

- June – School Board liaison coordinates a proposed annual charge with committee chairs and the staff liaison
- July – charge for each advisory committee approved by the School Board.
- Deputy clerk sends the charge to the staff liaison following Board approval.

School Board Liaison

- Second School Board meeting in July - a School Board liaison shall be appointed to each committee.
- Deputy clerk will notify staff liaisons of the Board liaison for their committees.

Attendance Reporting Form

- Per Policy 1710, committee attendance must be recorded for every meeting.
- The Attendance Reporting form (attached) provided by the School Board deputy clerk shall be used to record attendance.
- School Board deputy clerk will contact the staff liaison twice yearly for attendance.
- Attendance sheets shall be included in the Annual Report.

Voting Record for Annual Report Form

- Policy 1710 specifies that every member who has attended 50% of the meetings he or she is eligible to attend shall vote and sign the Annual Report.
- Refer to the policy for specifics on voting procedures.
- The Voting Record form (attached) provided by the School Board deputy clerk shall be used to record each eligible member's vote.
- The form includes the Board member or organization the member represents; the date the committee member was approved by the Board; whether or not the member has attended 50 percent of the meetings they were eligible to attend and therefore is eligible to vote; whether the member is voting to approve, oppose, or abstain; and the member's signature.
- The Voting Record form shall be included in the Annual Report.

Annual Report

- The report shall include the following:
 - Executive Summary with all recommendations
 - School Board charge to the committee
 - Summary of the committee's activities
 - List of meeting dates
 - Specific actionable recommendations
 - Attendance Reporting Form
 - Voting Record Form
- A sample report is included. (See SHAC report)

Timeline for Report

- September 1 - Deputy clerk will provide the work session date for the presentation of the annual report presentation to the Board.
- The annual report is presented to the School Board at a work session at the end of May or in June each year.
- The report must be submitted to the deputy superintendent at least two weeks prior to the work session.
- The report will be posted on the work session agenda and made public one week prior to the work session.

Web Page

- Maintained by the department
- Items to be posted on the web page:
 - The current School Board charge
 - Meeting dates
 - Minutes of each meeting once they are approved by the committee, to include date, time and location of the meeting; attendance; a record of any corrections to the minutes of the previous meeting; and a summary of discussions
 - Committee by-laws

Attachments: Policy 1710
Nomination Form (if applicable)
Attendance Reporting Form
Voting Record Form
Sample Annual Report (SHAC)