
ADVISORY COMMITTEES

The Board of Education encourages the participation of citizens and staff of the district in decision making processes. However, the legal responsibility for decision making in all matters of policy and operation rests with the board.

1. **Board-appointed advisory committees**, both district wide and at the school level, shall function within organizational frameworks approved by the Board.. Only the board shall have the authority to dissolve committees it has created.

Committees may be of two types ad hoc and standing. The board shall review the work of each ad hoc committee on at least an annual basis and interact with the committee as necessary to decide whether to continue the committee or dissolve it. The makeup and duties of standing committees will be outlined in individual Board policies tailored to each committee.

2. **School- and district-level advisory committees that are required under federal and state programs** shall be formed and shall function in accordance with the requirements pertaining to each specific federal or state program. The board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation and evaluation of such program or project as required by law.

3. **Community groups** that are neither appointed by the board nor formed as required under federal or state programs are encouraged to offer suggestions and advice to the board in order to assist it in the decision making process. The final responsibility for all decisions, however, rests with the board of education alone.

A. **Organization and Operation of Board Appointed Ad Hoc Advisory Committees**

The superintendent or designee will serve as the administrative liaison to each committee. The administrative liaison will provide the communications and control link between the board/administration and the committee. The committee will work with and through the liaison. The liaison will:

1. Provide guidance
 - a. For the organization of the committee including membership, orientation, development of a charge and by-laws (for standing committees) or operating procedures
 - b. On district policy and procedures pertaining to the committee's work
2. Assist in the selection of a chairman except in those cases where the board designates a board member to chair the committee
3. Guide the development of work plans
4. Insure that the committee has the resources needed to perform its charge
5. Coordinate the committee's work with other advisory and staff groups as needed
6. Develop agendas for meetings in cooperation with the chairman
7. All committee meetings shall be open to the public. Meeting notices shall be posted in the same place and manner as notices of board meetings.

B. **Membership**

1. Every committee will have a goal of balancing membership to attain racial/ethnic proportional representation.

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2. The number of members of any committee will be determined by the board based on the need to facilitate achievement of the committee's charge.
3. Administrators and/or board members will be designated to serve as members when needed. Board members may also be appointed as liaisons between the Board and Committee.
4. A board member may serve as chairman if deemed appropriate by the board.
5. Appointments of individuals to Board appointed ad hoc advisory committees shall be approved by the board. An advisory committee member shall be removed from office by the board if he/she does not attend three consecutive meetings unless the committee by resolution approves any additional absences or unless such absences are due to temporary disability or illness. In addition, the committee by majority vote may request the removal from office of any member. Such removal shall require subsequent board approval.

C. Committee's role and charge

1. The board of education will provide each ad hoc advisory committee with a well-defined charge with clear expectations, stated outcomes and a timeline for completion. The initial charge to ad hoc committees may be developed by the Board or may be developed by the administrative liaison under the board's guidance, presented to the committee and submitted to the board for approval. Subsequent updates may be developed by the committee under the guidance of the administrative liaison and submitted to the board for approval.
2. Once a committee has presented its recommendations to the board, the board will report back to the committee on how the recommendations were used and the rationale for their use.
3. Each task force, committee or subcommittee which is not a standing committee shall have a sunset provision contained in its original charge. Unless otherwise designated, this provision shall require disbanding of such a group by the end of each fiscal year unless the board specifically authorizes extension or continuance of the committee. Procedures to justify the retention of a group shall be developed by the district.

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LEGAL REFS.: C.R.S. 22-7-104
C.R.S. 22-9-107
C.R.S. 22-32-110 (3)
C.R.S. 24-6-402

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
BDF A*, District Personnel Performance Advisory Council
BDF B,* Vocational Advisory Council (And Vocational Program Advisory Committees)
BED A, Notification of Board Meetings
CBI, Evaluation of Superintendent
CDA, Evaluation of Management Team
CFB, Evaluation of Principals/Building Administrators
GCOA, Evaluation of Instructional Staff

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GCOC, Evaluation of Administrative Staff
JIC, Student Conduct
JK, Student Discipline
KCB, Community Participation in Decision-making

CONTRACT REFS.: CSEA Agreement, Article III Association Rights, Section G Participation in Committees; Article
Insurance Benefits/Cafeteria Plan, Section J Insurance Committee