

ADVISORY COMMITTEES

The Colorado Springs School District 11 Board of Education (the Board) encourages the participation of citizens and staff of Colorado Springs School District 11 (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. Board approved committees will report to the Board a minimum of twice per year. 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 chairperson.
3. Guide the development of work plans.

4. Ensure 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 chairperson.
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.
2. Administrators and/or Board members will be designated to serve as members and/or liaisons when needed.
3. 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 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.

D. Standing Committees

1. SCHOOL DISTRICT PERSONNEL PERFORMANCE EVALUATION ADVISORY COUNCIL

The Board shall appoint, pursuant to state law, an advisory School District Personnel Performance Evaluation Council (the Council) which shall, as a minimum, consist of one teacher, one administrator, one principal, one parent/guardian and one person who does not have a child in school.

The Council may be composed of any other District committee having membership as defined above.

The Council shall consult with the Board as to the fairness, effectiveness, credibility and professional quality of the certificated personnel performance evaluation system and its processes and procedures. The Council shall monitor the implemented evaluation process and every two years shall conduct a compliance audit of the evaluation system.

2. DISTRICT EMPLOYEE BENEFITS INSURANCE COMMITTEE

The District Employee Benefits Insurance Committee (the Committee) will consist of 13 members and shall be comprised in a manner to reflect the views and interests of all groups of employees. The committee is currently structured by appointment of the employee group presidents and the Superintendent: six (6) teachers, four (4) ESP, two (2) Executive Professionals and one (1) retiree representative.

The Committee chairperson shall be an *ex officio* member and shall be appointed by the Superintendent. The Superintendent may appoint other *ex officio* members to provide professional guidance on benefits related insurance matters. The Chairperson will ensure that administrative support will be provided to the Committee.

The Committee's primary purpose is to monitor and recommend modifications to the District's employee benefit plans in a manner that best represents the interests of the District Board of Education and employees as per the annual charge. Annually the Committee shall give its findings, recommendations and rationale to the Superintendent who shall transmit the report and any other recommendations to the Board for consideration, as required.

The recommendations of the Committee shall be advisory only.

3. BOARD POLICY COMMITTEE

The Board's Policy Committee will be a standing Board advisory committee. Unless directed otherwise by the Board, the Policy Committee will review all proposals for new policies and proposed revisions and may conduct further research as deemed needed. The Policy Committee will finalize the proposed revisions and facilitate the process for administrative and legal review as needed. Proposed changes will be routed through the Superintendent for review and further recommendations prior to being brought to the Board. Membership of the Policy Committee will consist of:

The Custodian of Records (Division of Personnel Support Services)
A representative and alternate from each of three employee groups (ESP, CSEA, Exec Pro)
A representative from Human Resources
A representative from Division of Instruction
A representative from Student Support Services
A representative from Business Services
A representative from Risk Management
A representative from Information Technology
Three Principals, one each from Elementary, Middle and High Schools
Three Teachers, one each from Elementary, Middle and High Schools
A representative from the District Accountability Committee who are not employed by the District
A K-12 Executive Director
A Parent or guardian of a student in the District who is not employed by the District
A community member

The Custodian of Records will chair the Policy Committee, and provide administrative support services to the Committee. Committee representation is broad based to ensure impacts to all elements of the District, and its stakeholders are considered in the decision making process. Differing views will be recorded in the minutes, which will be made available for review. Proposals will normally be moved forward by consensus. The Policy Committee shall develop standing rules, including but not limited to, establishment of a quorum, attendance guidelines, and meeting times.

4. NUTRITION AND PHYSICAL ACTIVITY ADVISORY COMMITTEE

The purpose of the Nutrition and Physical Advisory Committee is to monitor the implementation of Board Policy BDFH, Nutrition and Physical Activity Advisory Committee, and Board Policy ADF, District Wellness. The Committee shall also develop and monitor regulations as deemed necessary, evaluate the District's progress on policy goals established in ADF, serve as a resource to schools and recommend policy revisions as the Committee deems necessary and/or appropriate.

The membership of this Committee shall include parents/guardians, students, the Director of Food and Nutrition Services, the District's Health Facilitator, teachers, administrators, and the public.

5. MILL LEVY OVERRIDE OVERSIGHT COMMITTEE (MLOOC)

The District's Mill Levy Override Oversight Committee (MLOOC) is a required committee in accordance with the MLO Governance Plan. The Board is committed to maintaining a citizens' oversight committee, and shall continue the charge of the MLOOC with duties in connection with oversight of the spending of the proceeds of the mill levy override (to include all active mill levy overrides). This shall include, without limitation, general oversight of the spending of the revenues received from the mill levy override property tax levy and review of the independent consultant's report regarding the Comprehensive Performance Plan. The MLOOC shall provide at least annually, a report to the Board regarding whether the money was spent in accordance with the MLO, note any discrepancies, and any recommendations regarding any changes that may be needed.

The MLOOC is comprised of 23 community members selected by the Board. The Chairperson of the Committee is elected by the membership of the Committee, is a citizen of the District/non-employee of the District, is re-elected annually, and can serve more than one year. At least annually, the Board shall receive recommendations from the MLOOC regarding composition of the Committee and any changes to the charge of the Committee. The Board may add members to the Committee at any time, and all

members of the Committee shall serve at the pleasure of the Board. The MLOOC serves in conjunction with the Board of Education Audit Advisory Committee and frequently partners with the District Accountability Committee and its budget subcommittee.

Ex-Officio members of the Committee include the District's Deputy Superintendent of Business Services, administrative support personnel and other District employees as required.

6. FACILITIES ADVISORY COMMITTEE

The Facilities Advisory Committee will review and make recommendations regarding the District's Capital Improvement Plan and Projects and to provide input to the MLO Oversight Committee, Board of Education and other committees as necessary regarding recommended changes to the Capital Plan as needed.

Charge to the Facilities Advisory Committee

The charge of the Facilities Advisory Committee shall be:

1. Understand the capabilities and conditions of our existing facilities.
2. Identify shortfalls and emerging needs.
3. Fairly balance competing requirements.
4. Provide input to the MLO Oversight Committee and the Board of Education regarding recommended changes to the Capital Plan as needed.
5. Assist the District with Prioritization of Capital Projects.
6. Align Capital Investments in support of the District's Strategic Plan.
7. Make recommendations regarding priorities and timing of specific improvements.

The Facilities Advisory Committee will report to the Board of Education on an annual basis.

Committee Composition.

The committee shall have representation from a broad spectrum of the District 11 community. The committee should, if feasible, include representation from the following sectors of the District 11 community (Note: individual committee members may represent more than one area or constituency):

- K-12 Educational Leadership (Executive Director(s) / Principal(s))
- Subject Matter Expert representatives to include: Security, IT, Athletics, etc.
- Citizens from a cross section of the geographic section of the District

- Employee representatives from each school level (Elem, MS & HS)
- Parent representatives from each school level (Elem, MS & HS)
- Liaisons from the Mill Levy Override Oversight Committee, Capacity Committee, DAC Budget Subcommittee
- Director of Facilities Maintenance (ex-officio)
- Capital Program Manager (ex-officio) – responsible for preparing the meeting calendar, related agendas, and for preparing and distributing meeting highlights and decision documents
- Executive Director of Facilities, Operations, and Transportation (ex-officio)

The Chairperson of the Committee is elected by the membership of the Committee, is a citizen of the District/non-employee of the District, is re-elected annually, and can serve more than one year. Committee Members shall serve for 4-year terms and can request subsequent terms in order to better understand the complicated nature of District 11 facility needs. The Board may add members to the Committee at any time, and all members of the Committee shall serve at the pleasure of the Board.

Portions adopted September 1972 and May 22, 1979

Revised December 9, 1981

Revised June 1982

Revised January 1990

Revised June 29, 1994

Revised May 1995

Revised June 19, 2013

Revised September 25, 2013

Revised October 11, 2017

Revised January 23, 2019

Revised May 26, 2021

LEGAL REFS.: Section 204 of P.L. 108-265 (*Child Nutrition and WIC Reauthorization Act of 2004*)
C.R.S. 22-9-107
C.R.S. 22-32-134
C.R.S. 22-32-136
C.R.S. 24-6-402
1 C.C.R, 301-3 (Colorado Department of Education State Board Rules for Food and Nutrition Services)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
BDFH, Nutrition and Physical Activity Advisory Committee
BG, School Board of Education Policy Process
CBI, Evaluation of Superintendent
Colorado Springs School District 11 Board of Education Operating and Procedures Manual
DIE Audits/Financial Monitoring
GCOC, Evaluation of Executive/Professional Employees
JIC, Student Conduct
JK, Student Discipline
KCB, Community Participation in Decision-making

Fiscal Year 2009/2010 Mill Levy Override Expenditures and Performance
Measures Summary

CONTRACT REFS.: Colorado Springs Education Association Master Agreement
Executive Professional Meet and Confer Handbook
Education Support Professionals Meet and Confer Handbook