

ADVISORY COMMITTEES

The Board of Education (the Board) 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. 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 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.
2. 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.
3. A Board member may serve as chairman if deemed appropriate by the Board.
4. 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 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 chairman 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 Chairman 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. AUDIT ADVISORY COMMITTEE

Scope

The Board, having authorized the establishment of an Audit Advisory Committee (the Committee), acknowledging that reliable audits are essential to the credibility of financial reporting by state and local governments, and acknowledging that the Committee is a practical tool that can be used to enhance the independence of the external auditor and the reliability of the financial statement audit, sets forth this policy regarding the Committee's composition and duties.

The Committee will offer suggestions and advice to the Board.

Charge and Role to the Committee

The Committee shall perform ongoing reviews to assure that the District's financial plans are carried out, financial policies and procedures are observed, assets are accounted for, and records and reports are reliable and that the District is in compliance with the Mill Levy Override (MLO) Oversight Plan approved by the voters in November 2000. In order to do this, the Committee shall:

1. Make recommendations to the Board on the selection of the District's independent auditors.
2. Review the annual independent audit of the District's financial statements and participate in the presentation to the Board.
3. Review the auditor's management letter and the administration's response to the management letter and present recommendations to the Board.
4. Review the results of internal audit reports and make recommendations to the Board.
5. Monitor implementation performance and use of the monies received annually in accordance with the MLO Spending Plan, and make recommendations regarding any program modifications.
6. The Committee will participate in periodic public briefings to inform the community about the MLO Implementation Plan progress.
7. Review and make recommendations regarding other financial matters as tasked by the Board.
8. Present an annual report to the Board and administration of how the Committee discharged its duties and met its responsibilities during the previous school year. The report will be given in the fall each year at a regular Board meeting.
9. Review other audits as directed by the Board.

The Committee, in its role as an agent of the District and the Board, shall maintain the confidentiality of any confidential District financial information, student information or other confidential records, except to the extent disclosure is required by law or authorized by the District.

Committee Composition

The Committee shall be comprised of from five to seven members and shall include, at a minimum, the Board Treasurer, who shall be the chairman, a member with financial experience from the local community, and a District Accountability Committee (DAC)

member appointed by the DAC Executive Committee. If the Board Treasurer is not a Board member, one Board member, approved by the Board, shall be included in the Committee membership. In no instance shall the Board's assistant Treasurer assume the Board Treasurer's role on the Committee if the Assistant Treasurer is an employee of the District. The chairman, in coordination with the Board member on the Committee and the primary liaison, will be the primary focal point for communications with the Board.

The term of membership on the Audit Advisory Committee will be three (3) years and may be renewed. The Committee chair will forward recommendations for Committee membership to the Board for approval. The membership year will be from July 1 to June 30 of the following year.

The District's Chief Financial Officer (or designee) shall serve as administrative liaison to the Committee. The administrative liaison will provide the communications and act as a link between the Administration and the Committee. The liaison will:

1. Provide guidance
 - a. For the organization of the Committee including membership, orientation, development of a charge and by-laws or operating procedures
 - b. On District policy and procedures pertaining to the Committee's work
2. Guide the development of work plans
3. Ensure that the Committee has the resources needed to perform its charge
4. Coordinate the Committee's work with other advisory and staff groups as needed
5. Assist the chairman in the development of agendas for meetings

4. 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)
- Two Board of Education Directors – as liaisons
- 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
Two representatives from the District Advisory 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

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.

5. 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, Board members, teachers, administrators, and the public.

Portions adopted September 1972 and May 22, 1979
Revised December 9, 1981
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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
Educational Support Professionals Meet and Confer Handbook