



BOARD POLICY

GOVERNANCE PROCESS

4.6 BOARD LIAISON AND COMMITTEE PRINCIPLES

Adopted: September 19, 2000

Revised: September 21, 2022

Board liaisons and committees, when used, will be assigned so as to reinforce the wholeness of the Board's job and so as never to interfere with delegation from Board to Superintendent.

Accordingly:

1. Board liaisons and committees are to help the Board do its job, not to help or advise the Superintendent or staff. Liaisons and committees ordinarily will assist the Board by preparing diverse policy alternatives, and implications for Board deliberation, including pros and cons of each, without recommendations or preferences, unless specifically requested by the Board, in a clear and concise manner.
2. Board liaisons and committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Superintendent.
3. Board liaisons and committees cannot exercise authority over staff. Because the Superintendent works for the full Board, and staff work for the Superintendent, directly or indirectly, none of them will be required to obtain the approval of a Board liaison or committee before taking executive or other action.
4. Board liaisons and committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Board liaison or committee which has helped the Board to create policy on some topic will not be used to monitor organizational performance on that same subject.
5. Board liaisons and committees will be used sparingly and ordinarily in an ad hoc capacity.
6. An individual is a Board liaison or a group is a Board committee only if its existence and charge come from the Board through Board action, regardless of whether the individual or group is called a liaison or a committee or whether any Board member is the liaison or participates on the committee. The only regular Board liaisons or Board committees are those which are set forth below in this policy. Any other Board liaison or committee is an *ad hoc* Board liaison or committee which shall cease to exist once its task is complete. This policy does not apply to liaisons or committees formed under the authority of the Superintendent or those which report directly or indirectly to the Superintendent, even if that liaison or committee includes an individual who also happens to be a Board member.

7. Adams 12 Board of Education Committee Liaison Roles

A. Definition:

The role of the Board of Education (BoE) member identified as Liaison to BoE designated committees or projects is to give voice to BoE views, needs, concerns, etc., within the context of the work of that committee or project, where the BoE as a collective body has spoken on the issues or the matter is addressed in BoE policy or bylaws.

The Liaison is not a member of the identified committee, and as such will not participate in voting or formal action taken by the committee, nor is it the role of the Liaison to engage in determining the direction or outcomes of committee work, outside of providing guidance as requested by committee leadership.

If, at any time, the Liaison operates outside their defined role or does not meet Liaison expectations, committee leadership should address these concerns with the BoE President, or the Superintendent in the case that the Liaison is the BoE President.

B. Terms:

The BoE will review and update Liaison assignments, as needed, in the months following a BoE election (usually sometime between December and February), or at such a time as a Liaison is no longer able to serve in the role.

Liaisons are expected to serve for two years, until the next BoE election.

The BoE understands the importance of successful onboarding for new Liaisons and will make every effort to ensure newly appointed Liaisons, outgoing Liaisons when possible, and committee leadership have the opportunity to meet and discuss the transition.

C. Attendance:

The Liaison will make every attempt to attend each meeting of the committee and attend the entirety of the meeting, including any breakout sessions, or pre-meeting planning sessions at which the Liaison's attendance or input is requested.

The Liaison will, whenever possible, provide advance notice to committee leadership and the BoE president, that they will not be able to attend a meeting. If prior notice is not possible, the Liaison should still communicate with committee leadership about the absence.

At such a time as the Liaison has missed 50% or three meetings of the committee, whichever is less, in one quarter, the BoE should evaluate, and update Liaison assignments as needed.

D. Expectations:

The Liaison will serve as go-between, sharing pertinent information and updates from the committee to the whole Board, and gathering information from the BoE to help facilitate and inform the work of the committee.

The Liaison should be prepared to provide a summary of the most recent proceedings of the committee at the next BoE meeting at which the Liaison is in attendance.

The Liaison will work with committee leadership to determine what is needed of the Liaison from the committee as well as establishing communication expectations between the Liaison and committee leadership.

The Liaison will engage with committee leadership and members during committee work, being clear to identify when they are speaking for themselves as a parent/ community member/ etc. versus voicing a previously determined position of the Board.

E. Application:

This section applies to Board Liaisons assigned to Committees of the BoE. The BoE also values the works of other district groups and committees (e.g. AIPAC, HAC, GT Parent Group, AD12KID, Blueprint 2030) and strives to have designated BoE members attend at least one meeting a quarter of their assigned group to show support and get an understanding of the work being done by these groups.

F. Regular Board Liaisons and Committee shall observe all of the more general policies included above. They include:

i. District Accountability Committee (DAC)

Product: The DAC shall make recommendations to the Board of Education at least annually relative to the programs of accountability designed to measure the adequacy and efficiency of education programs. The DAC shall recommend to the Board of Education priorities for spending school district monies. Additionally, advice and input may be requested by the Board through formal requests which the DAC may accept or reject. The DAC may choose to discharge its duties through subcommittees or otherwise. The DAC may perform other duties that are acceptable to the Superintendent at his or her discretion.

Authority: The DAC shall operate under written by-laws and policies that are mutually acceptable to the DAC and to District legal counsel. The DAC and Superintendent will annually determine the DAC budget and staff time allocation.

ii. Finance and Audit Committee (FAC)

Product: the FAC shall serve as an independent and objective party to monitor the district's financial reporting process and internal financial control systems and to review and appraise the efforts of the independent auditors and financial services department. The Board and Superintendent retain the responsibility for the district's financial condition and for decision-making in all matters of policy and operation. The existence and function of the FAC shall not limit the Board of Education from exercising its full authority.

Authority: the FAC shall operate under written by-laws that are mutually acceptable to the FAC and to district legal counsel. The FAC and superintendent will annually determine the FAC budget and staff time allocation.

iii. Long Range Planning Advisory Committee (LRPAC)

Product: The LRPAC is a community-led oversight committee featuring parents and community members of Adams 12 Five Star Schools. The committee advises the superintendent and board of education on short-range facility issues as well as the development of long-range facility plans that support student success through the implementation of the most cost-effective solutions to the district's capital needs. The LRPAC also serves as a bond oversight and accountability committee for the district's bond programs.

The committee is intended to provide a high level of accountability, engagement, and communication between district administrators, the board of education, leadership and the citizens of Adams 12 Five Star Schools to ensure stakeholders are engaged and their values and priorities are reflected in the process. The LRPAC shall provide periodic (not less than annually) advice and recommendations to the administration and the board in these areas. The board and superintendent retain the responsibility for decision-making in all matters of policy and operation. The existence and function of the LRPAC shall not limit the board of education from exercising its full authority.

Authority: The LRPAC shall operate under written by-laws that are mutually acceptable to the LRPAC and to district legal counsel. The LRPAC and superintendent will annually determine the LRPAC budget and staff time allocation.

iv. Designated Election Official

Product: The job products of this liaison are: (1) to conduct the regular biennial election of the Board of Education and District by performing the duties required by law or agreed to through intergovernmental agreement with counties served by the District, (2) to act as the primary liaison between the District and the Clerk and Recorder for each county, (3) to provide all necessary information to candidates and individuals interested in running for the board, and (4) other duties assigned by the Board.

Authority: The Designated Election Official may expend staff time at the Superintendent's discretion, and may expend amounts as annually budgeted by the Board.