


Memorandum

TO: Board of Education
FROM: Karen Melin, Chief School Administrator 
DATE: May 19, 2022
SUBJECT: Administration Recommendation on Board Committees

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Upon the request of the school board, the administration is offering its recommendations on the restructuring of board and administrative committees.

It is important each committee has a clearly defined purpose and outcome. Committees are advisory and hold no decision-making authority.

Because the responsibilities of the local school board primarily pertain to budget, policy, curriculum approval, and legislative matters, it is the administration's recommendation that board committees reflect that work. The committees' purpose would be to work with administration to provide a clear understanding of budget, policy, and curriculum processes.

The administration recommends the committees be restructured as noted below. Additional operational details can be determined once the structure has been established.

**Committee of the Whole:**

- Legislative – purpose to establish board and district legislative priorities, and would include all board members.

**Board Committees:**

- Budget
- Policy
- Curriculum

Board committees would be chaired by a board member, with support from administrative staff. Board committee agendas would be set cooperatively with administration and the committee chair.

**Administrative Committees:**

- Community Engagement – This committee would hold meetings as needed to address a wide range of items established by administration with the purpose of stakeholder input and feedback.
- CTE - This committee would hold meetings as needed to address topics related to strengthening the district career and technical education programs. Agenda items established by administration with the purpose of stakeholder input and feedback.

Administrative committees would be chaired by a member of the administration, with a board representative, appointed to the committee annually by the board president.

Committee membership for all committees would include seven individuals consisting of employees, parents, students, and community members chosen with a first come-first chosen process ensuring equitable opportunity for all applicants to serve.