

School Board Work Session on Committees

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Roles and Responsibilities

BOARD & SUPERINTENDENT

Roles & Responsibilities



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Why Committees?

Committees

- Board use committees to advise the School Board.
- The work of committees helps to ensure programs and other services are relevant to address current standards; meet the needs of students, and parents/guardians; and have appropriate resources to support high quality student outcomes.
- Most useful in gathering and summarizing information, identifying alternatives and making recommendations to the full board.

Different Types of Committees

Standing Board Committees

- Comprised of Board Members
- Subject to OMA
- Should address policy / governance issues rather than administrative

Other Standing Committees

- Comprised of staff, citizens, maybe board members

Ad Hoc Committees

- Comprised of staff, citizens, and maybe board members
- If created by Board, subject to OMA
- Should be disbanded when completes work

Committee of the Whole

- Comprised of all board members
- Subject to OMA
- Useful when board wants to discuss an issue without the pressure of making a decision

Pros/Cons of Committees

| Pros | Cons |
|---|---|
| Allows for more work to be done; no need/interest for all board members to consider each issue. | Tends to get board members too involved in administrative detail and away from their role as policy makers. |
| If an administrator is part of each subcommittee, it helps promote trust and understanding of the details/complexities of issues. | Subcommittees lead to little “fiefdoms of power.” Rubber stamp my committees recommendations and I’ll rubber stamp yours. |
| Comprehensive board policy can limit when and where subcommittees can meet. | How does one find the time to schedule/attend the many subcommittee meetings? |

Pros/Cons of Committees

| Pros | Cons |
|---|--|
| Subcommittees just recommend action; it still takes a majority of the full board to approve, and subcommittees are not always unanimous in their recommendations. | Subcommittees are a way for board members to formulate policy without full debate. |
| Working with administrators in subcommittees allows board members to really find out what is going on in the system. | Administrators on subcommittees are either afraid to speak candidly or use the board members for personal agenda items. |
| Subcommittees by board policy, can be open to all other board members and administrators who want to attend. | Subcommittees lead to development of cliques and board factions and can be used purposely to exclude administrative input. |

Pros/Cons of Committees

| Pros | Cons |
|---|---|
| Subcommittees allow board members to get their teeth into areas that interest them and lead to a sense of accomplishment and worth in being an elected volunteer. | To question a subcommittee report in public is to imply distrust and suspicion of motives and methods. |
| Subcommittees allow the board to explore many issues that the full board would never get to. | If board policy allows any member of the board to attend subcommittee meetings, why have subcommittees? |
| Because subcommittees merely report and recommend, the full board can raise other issues the committee did not consider. | Subcommittees waste valuable time exploring issues which do not/will not have majority support. |

Pros/Cons of Committees

| Pros | Cons |
|--|---|
| <p>The majority of the board elects the chair. By policy and/or custom, the chair knows best how to staff standing committees.</p> | <p>Since most subcommittee membership is determined at the discretion of the board chair, the cards can be stacked before they are dealt.</p> |
| <p>It's good for a board with lots of new members because they all have an opportunity to learn quickly and in depth.</p> | <p>It's bad for boards with lots of new members – they need time together to get to know and understand each other and learn to work as a team.</p> |

When Establishing Board Committees

1. Consider whether the issue is a governance or operational issue.
2. Be clear whether the committee is ad hoc (temporary) or if it is to be a standing committee.
3. Give the committee clear direction and a timeframe for its work. Define the committee's purpose
4. Focus committee work on areas where the board needs to do governance work such as Board Development, Policy or Advocacy.

When Establishing Board Committees

5. Clearly define the membership makeup of the committee, and how members are selected
6. Be wary of a Personnel Committee that takes on a micro-managing role; consider a Human Resources Policy Committee to develop personnel policies.
7. Be wary of a Finance Committee that takes on a micro-managing role.
8. Be clear as a board and with the superintendent and staff, what authority, if any a board member has as a member of a committee.

Open Meetings Act

- Committees of the Board are subject to the Open Meetings Act (AS 44.62.310)
- Reasonable public notice must be provided for committee meetings
 - Date, Time Location of meetings
 - Business being transacted at meeting
 - How the public can participate/view work

Selection of Members

How members of a committee are selected can be controversial.

Are all members appointed by the Board President? The Superintendent? Do all principals submit a representative? Can individuals volunteer? Are all perspectives in the community represented?

Things To Consider Regarding Committee Membership

- **Term limit**—occasionally assess at what point it is in the best interest of the committee to replace a long-term board member to bring about a fresh approach to the charge of the committee.
- **Board member preferences**—consider distributing a list of all committees to allow board members to inform you of their preferred assignments. The final decision remains with the board president, but this process allows the board members to express personal interest and expertise.
- **Rotations of duties**—consider rotating board members to expose members to the work and charge of each committee. With the makeup of each board, this consideration may not be appropriate nor will all of these suggestions be appropriate all of the time.

Options for Member Appointment

- Members of all standing committees shall be appointed by the Board President
- Members of committees are identified by the Board in policy by position (i.e. the Board Vice-President, the Superintendent, the HR director, 1 community member identified by the Superintendent)
- Appointed by Board as a whole during the annual organization meeting
- By application
 - Who approves application, are criteria set in board policy, or by AR?

Sample Committee Charge:

| | |
|------------------|--|
| Name | School Board Policy Committee |
| Main Task: | Review and recommend updates to School Board policy |
| Membership: | 2 School Board members appointed by the President, the Superintendent, the HR Director |
| Committee Chair: | Led by the Superintendent |
| Meeting Dates: | As needed |
| Deadline: | On-going on a monthly basis |
| Overview: | The School Board policy committee collaborates on a continual basis to review and recommend updates to School board policy to ensure it reflects current operations, legal mandates, and updated guidance from the Association of Alaska School Boards |

Comparison

- Number of standing committees
 - Fairbanks: 7
 - Statewide: 3 or 4 (many none, as high as 11)
- How Committee Chairs are appointed
 - Fairbanks: Appointed by Board President
 - Statewide: Appointed by Board President, or delineated in Policy
- How Members are selected:
 - Fairbanks: Superintendent will solicit volunteer membership
 - Statewide: Appointed by Board President, appointed by Board as a whole, selected by Superintendent



Any Questions



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Creating Consistency

Comparing current board policy and AR's with district practice



Policy 236.1: School Board Committees to Advise Administration and the School Board

The standing School Board Committees are Audit, Budget, Curriculum, Diversity, Legislative, Parent Engagement, and Policy.

The board president shall assign one or more non-voting board members, one of whom shall be assigned as chair of each committee.

The board president shall chair the Legislative Committee and will assign two additional board members. All Legislative Committee board members will be voting committee members.

All standing school board committees are subject to the Alaska Open Meetings of Governmental Bodies Act, AS 44.62.310.

Policy 236.1: School Board Committees to Advise Administration and the School Board

The superintendent will solicit volunteer membership for each committee that is representative of the school district and community. Members will include employees, parents, students, and community members.

Following each committee meeting, the board chair of each committee will provide updates to the school board in connection with committee-related topics, activities, or board actions.

The board may direct administration to appoint ad hoc advisory committees to counsel it as one means of discerning the needs and desires of the school district and its residents.

Any thoughts on the Board Policy? Questions?



Next we'll look at the AR

It is key to remember, the Board does NOT approve the AR. The Board can let the Superintendent know if it doesn't believe the AR reflects the intent of the Board policy, feels it conflicts with Board policy, or is inconsistent with Board policy, and ask for it to be revised.

AR 236.1: School Board Committees to Advise Administration and the School Board

Purpose

The purpose of each of the standing board committees, Audit, Budget, Curriculum, Diversity, Legislative, Parent Engagement, and Policy, is to provide for broad stakeholder engagement and participation in the processes related to the business of each committee. All Board committees are subject to the Alaska Open Meetings of Governmental Bodies Act, AS 44.62.310.

Is this a clear enough charge of duties for the public to know what each committee is responsible for?



Membership of Board Committees

Each board committee shall include:

- School board member chair: assigned by board president (non-voting);
- Administrative staff support: assigned by the superintendent (non-voting and will act as chair in the absence of the assigned board chair);
- Legislative Committee: board president, serving as chair, and 2 additional board members, assigned by the board president (all voting); and
- Budget Committee: 1 or 2 board members, one of whom will serve as chair, assigned by the board president (all non-voting).

Elected and advisory board members will encourage constituents to apply for at-large positions.

Is this what happens in practice?



Additional voluntary board committee members, as applicable, shall be assigned as follows:

- Teachers: assigned by the FEA president annually;
- Support Staff: assigned by the ESSA president annually;
- Principals: assigned by the FPA president annually;
- Exempt Staff: assigned by the superintendent annually;
- Students: assigned by the Regional Student Council annually;
- Tribal Consultation Seat: assigned by the Fairbanks Native Association executive director;
- Parents and Community Members: application process with final selection made by board chair;
- Voluntary committee members shall be limited to membership on one committee;
- Solicitation for and assignment of voluntary membership from the respective employee associations, if applicable, (FEA, ESSA, & FPA) shall be directed to the entire membership and not limited to association leadership; and
- District employees may not serve in the capacity of a parent and/or community member on Board Committees.

Is this what happens in practice?
How are decisions made? Using what criteria?



Stakeholder representation on each board committee will be as follows:

- Audit Committee (variable membership)
 - School Board Representative: 1 (usually the board treasurer, but not required)
 - Administrative Services Department staff: determined by the chief operations officer
 - Fairbanks North Star Borough: determined by the borough

Is this what happens in practice?

In looking at other committees, which line out which members are voting and non-voting, does that need to happen here?

Budget Committee (18-19 members = 2-3 non-voting & 15 voting) School Board Chair and possibly one other member, as determined by board president (both non-voting)

- Chief Operations Officer: (non-voting)
- Teachers: 2 (1 elementary, 1 secondary)
- Support Staff: 2 (1 elementary, 1 secondary)
- Principals: 2 (1 elementary, 1 secondary)
- Exempt Staff: 1
- Parents: 3
- Student: 1
- Tribal Consultation Member: 1
- At-Large Community Members: 4

For seats selected from volunteer applications, what criteria is used to determine who is selected to serve on the Budget Committee? Are there any requirements? Would anything prevent an individual from being able to serve on the budget committee?

Curriculum Committee (17 members = 2 non-voting & 15 voting) School Board Chair: 1 (non-voting)

- Administrative Staff Member: 1 (non-voting)
- Teachers: 2 (1 elementary, 1 secondary)
- Principals: 2 (1 elementary, 1 secondary)
- Parents: 3
- Student: 1
- Tribal Consultation Member: 1
- At-Large Community Members: 6

For seats selected from volunteer applications, what criteria is used to determine who is selected to serve on the Curriculum Committee?
Are there any requirements? Would anything prevent an individual from being able to serve on the Curriculum committee?

Diversity Committee (17 Members = 2 non-voting & 15 voting) School Board Chair: 1 (non-voting)

- Administrative Staff Member: 1 (non-voting)
- Teacher: 1
- Support Staff: 1
- Principal: 1
- Parents: 3
- Student: 1
- Tribal Consultation Member: 1
- At-Large Community Members: 7

For seats selected from volunteer applications, what criteria is used to determine who is selected to serve on the Diversity Committee? Are there any requirements? Would anything prevent an individual from being able to serve on the Diversity committee?

Legislative Committee (11 members = all voting members) School Board President Chair and 2 other board members

- Superintendent
- FEA President
- ESSA President
- FPA President
- Parent: 1
- Tribal Consultation Member: 1
- District Lobbyist: 1
- At-Large Community Member: 1

For seats selected from volunteer applications, what criteria is used to determine who is selected to serve on the Legislative Committee? Are there any requirements? Would anything prevent an individual from being able to serve on the Legislative committee?

Parent Engagement Committee (17 Members = 2 non-voting & 15 voting) School Board Chair: 1 (non-voting)

- Administrative Staff Member: 1 (non-voting)
- Teachers: 2 (1 Elementary, 1 Secondary)
- Support Staff: 2 (1 Elementary, 1 Secondary)
- Principals: 2 (1 Elementary, 1 Secondary)
- Parents: 7
- Student: 1
- Tribal Consultation Member: 1

For seats selected from volunteer applications, what criteria is used to determine who is selected to serve on the Parent Engagement Committee? Are there any requirements? Would anything prevent an individual from being able to serve on the Parent Engagement committee?

Policy Committee (18 members = 2 non-voting & 16 voting)

- School Board Chair: 1 (non-voting)
- Administrative Staff Member: 1 (non-voting)
- Teachers: 2 (1 Elementary, 1 Secondary)
- Support Staff: 2 (1 Elementary, 1 Secondary)
- Principals: 2 (1 Elementary, 1 Secondary)
- Exempt Staff: 1
- Parents: 3
- Student: 1
- Tribal Consultation Member: 1
- At-Large Community Members: 4

For seats selected from volunteer applications, what criteria is used to determine who is selected to serve on the Policy Committee? Are there any requirements? Would anything prevent an individual from being able to serve on the Policy committee?

The superintendent may assign additional district staff to board committees to provide support and resources as necessary. Additional staff assigned will be non-voting members of the committee.

Recommendations from each board committee will be presented to the School Board, as appropriate, by the board chair via written reports.

Would it be helpful if there were an exhibit to accompany this AR with a draft report?

Length of Board Committee Member Terms

- **All Committees**
- Board Member Chair, appointed annually (1 year term) by the board president (2 term limit)**
- Staff Administrator, appointed annually by the superintendent (no term limit)
- FPA Representative, appointed annually (1 year term) by FPA president (2 term limit)
- FEA Representative, appointed annually (1 year term) by FEA president (2 term limit)
- ESSA Representative, appointed annually (1 year term) by ESSA president (2 term limit)
- Student Representative, appointed annually (1 year term) by Regional Student Council (1 term limit)
- Tribal Consultation Representative, appointed annually (2 year term) by Fairbanks Native Association executive director (1 term limit)
- Parent Representatives, selected through application process (2 year term) (1 term limit)
- Community Representatives, selected through application process (2 year term) (1 term limit)
- ** For Legislative Committee - Board and Association Presidents, term of office.

Are these term limits honored in practice?



Reappointment to committee position within a normal term limit is at the discretion of appointing authority. A committee member who wishes to continue to serve after two consecutive terms of service on a board committee must allow one year to pass prior to reapplication or request for assignment to the same or another committee.

Is this for any committee? For example, an individual serves as the parent representative for 2 1 year terms. Can they then apply to be the community representative on a different committee that third year? OR, must they wait the 1 year?

Meetings

Committees meet during the normal school term only and are encouraged to schedule quarterly meetings. Committee meetings will not be held during recognized school holidays or breaks, such as spring, winter, and summer; or if school is cancelled, such as for inclement weather. Committees may adopt alternative schedules as necessary within the school term to accomplish prescribed tasks and/or projects.

Attendance

If a voting member misses more than 50% of meetings for the current school year, that member may be dismissed and replaced by the board chair.

Is there a process for removal of a member?



Consider What We Just Reviewed?

- Is there work on policy 236.1 the Board would like the Policy Committee to consider?
- Is there clarifications, inconsistencies, or conflicts the Board think the Administration should consider for the Administrative Regulation?

Policy 236.2: Administrative Committees to Advise Administration and the School Board

The standing administrative committee is Career and Technical Education.

The superintendent shall assign the Career Technical Education director or designee as the non-voting administrative staff member to chair the committee.

The board president shall assign an elected board member who will serve as a non-voting member of the committee.

Policy 236.2: Administrative Committees to Advise Administration and the School Board

Education committee shall be aligned within the federal guidelines of the strengthening career and technical education (CTE) for the 21st Century Act, Perkins V, and other applicable federal and state guidelines.

Following each committee meeting, the board member representative will provide an update to the school board in correspondence with committee-related topics, activities, or board actions.

The board may direct administration to appoint ad hoc advisory committees to counsel it as one means of discerning the needs and desires of the school district and its residents.

Any thoughts on the Board Policy? Questions?



Next we'll look at the AR

It is key to remember, the Board does NOT approve the AR. The Board can let the Superintendent know if it doesn't believe the AR reflects the intent of the Board policy, feels it conflicts with Board policy, or is inconsistent with Board policy, and ask for it to be revised.

AR 236.2: Administrative Committee to Advise Administration and the School Board

Purpose

The purpose of the Career and Technical Education committee is to provide for broad stakeholder engagement to ensure the district is keeping pace with the work environment within the federal guidelines of *The Strengthening Career and Technical Education (CTE) for the 21st Century Act*, Perkins V, and other applicable federal and state guidelines. The Strengthening Career and Technical Education for the 21st Century Act ensures all students can benefit from high-quality CTE programs that prepare them for high-skill, high-wage employment.

Any thoughts on the purpose?

Career and Technical Education Committee Membership:
(aligning with The Strengthening Career and Technical Education for the 21st Century Act)

- District Administrative Chair: (non-voting)
- School Board Representative: (non-voting)
- Career Technical Education Teachers
- Principals
- Parents
- Career Technical Education Students
- UAF Career Technical College Representative
- Business/Industry/Trades, Organized Labor, Government Representatives
- Other members as designed by federal and state guidelines

Committee members shall be assigned as follows:

- Administrative staff chair, assigned by the superintendent (non-voting);
- Board member, assigned by the board president (non-voting);
- CTE Teacher: assigned by the FEA president
- CTE Principal: assigned by the FPA president
- CTE Student: assigned by the Regional Student Council
- Parent and Community/Trade Members: application process with final selection made by administrative staff chair
- Elected and advisory board members will encourage constituents to apply for at-large positions.

Who selects the UAF Career Tech rep?



The superintendent and/or the administrative staff chair may assign additional district staff to the committee to provide support and resources as necessary. The additional staff will not be voting members of the committee.

Meetings

The committee meets as needed during the school term.

Recommendations

Recommendations from the committee will be presented to the School Board, as appropriate, by the administrative chair via written reports.

Who selects the UAF Career Tech rep?

Wrapping Up

- What are next steps the Board wants to take?
 - Suggestions:
 - Elaborate on the purpose of each committee, so the purpose is specific to the work of the committee, not generic
 - Work on inconsistencies
 - Work on clarification
 - Identify processes
- Who is responsible for driving those next steps?

How Are You Feeling After Our
Work Here Today?



Thank You!

Please complete the evaluation form, found either in your folder, or online here:

<https://forms.gle/mPscvgoDd1KTHn6A>

