

BOARD INTERNAL ORGANIZATION
INTERNAL COMMITTEES

BDB
(LOCAL)

SPECIAL
COMMITTEES

The President shall appoint members to special committees created by the Board to fulfill specific assignments, unless otherwise provided by Board action. These committees may include District personnel and citizens. The function of committees shall be fact-finding, deliberative, and advisory, but not administrative. Special committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or vote of the Board.

The President of the Board and the Superintendent shall be ex officio members of all Board committees, unless otherwise provided by Board action.

TRANSACTING
BUSINESS

Committees may transact business only within the specific authority granted by the Board. To be binding, all such business must be reported to the Board at the next regular or special meeting for approval and entry into the minutes as a public record.

BOARD GOVERNANCE

The Board shall detail and operate a collaborative structure that provides a venue by which to address matters of Board governance. When working with District leadership and staff, the Board collaborative teams shall serve in an advisory capacity but shall not control or supervise District business, resources, or policy. The collaborative structure shall include a governance team comprised of Board officers. Should a Board officer be unable to serve, a replacement shall be appointed by the Board President in collaboration with the Superintendent. The Board governance team shall appoint high needs priority collaborative teams comprised of Board members to address matters of Board governance. Board members shall be approached by the Board President and asked to serve on a given high needs priority collaborative team. Board members can accept or decline collaborative team membership. In the same manner, the Board President shall approach Board members to chair collaborative teams.

GOVERNANCE TEAM

Headed by the Board President, in collaboration with the Superintendent and two Board officers, the Board governance team shall be responsible for the effective functioning of the following:

1. Keeping the Board governing mission updated, facilitating and coordinating Board member participation, and monitoring the performance of the Board in relation to assigned governance roles.
2. Recommending revisions to the Board procedures manual in the interest of stronger governance of District priority areas.
3. Developing and overseeing execution of a formal Board member capacity building program, in accordance with applicable state law and regulations, including such elements as

orientation of new members, continuing education and training, and a mentoring program pairing new members with senior Board members.

4. Recommending to the Board positions on legislative issues.
5. Overseeing the development and implementation of legislative/governmental relations, policies, and strategies.
6. Serving as the audit committee, in an advisory and recommendatory capacity to the full Board, which will include the full Board selecting the internal auditor and the internal auditor reporting directly to the Board.
7. Overseeing the internal audit function, including reviewing and recommending to the Board the yearly internal audit program/plan.
8. Overseeing the external audit function, including reviewing and recommending to the full Board the external audit firm selection process as recommended by the Superintendent and recommending to the full Board selection of the external audit firm on the recommendation of the Superintendent.

HIGH NEEDS
PRIORITY
COLLABORATIVE
TEAMS

As circumstances arise that require specific Board governance, a high needs priority collaborative team shall assume an advisory function but does not control or supervise District business, resources, or policy. The specific role of a high needs priority collaborative team shall be defined by the Board President in collaboration with the Superintendent. The scope of work shall be further defined by District leadership. High needs priority collaborative teams shall meet with appropriate District leadership until the scope of work has been completed and information is at a point that it is to be shared with the Board in quorum in a Board workshop or special meeting.

The following guidelines shall apply:

1. The Superintendent shall appoint a staff liaison for each high needs priority collaborative team.
2. The Superintendent shall cite the liaison's role as well as assign the responsibility for scheduling and coordinating all meetings and agenda with the high needs priority collaborative team chair.
3. The Superintendent shall ensure the priority team liaison actively collaborates with the priority team chair regarding the structure for educating all Board members on priority work information.

4. Whenever a high needs priority collaborative team believes that the full Board should be involved in-depth in dealing with an issue, the District assigned liaison shall take the initiative in reporting the findings to the Superintendent.
5. The Superintendent shall recommend that a special full Board work session be held or additional work be performed by the priority team to be reported back to the high needs priority collaborative team. Should such occur, the District-assigned liaison shall notify the high needs priority team chair regarding a need for further study and work. After additional work and study are completed, the revised information will be taken to the Superintendent. This process will repeat itself until a recommendation is made for full Board presentation.
6. The high needs priority team chair and liaison shall determine the format and structure for the presentation of information to the full Board during a workshop and/or regularly scheduled Board meeting.
7. The high needs priority team chair and liaison shall track each high needs priority item/initiative from inception to completion by assuming the role of planning and development when appropriate and by assuming the role of performance monitoring/external relations as the item/initiative evolves or changes.
8. Each high needs priority collaborative team fully understands its role as an advisory body that does not have formal authority until the Board acts in quorum. The role of each high needs priority team shall be to provide feedback prior to formal Board presentation.
9. Each high needs priority collaborative team can assume further advisory functions after the full Board, in quorum, approves or denies the proposal.
10. Each high needs priority collaborative team chair, in collaboration with the assigned liaison, can recommend that further information be reviewed prior to a recommendation that an item go before the full Board in quorum.
11. The assigned liaison, in collaboration with the assigned chair, shall document progress and actions after each meeting and action occurs.

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GOVERNANCE AND
HIGH NEEDS
PRIORITY
COLLABORATIVE
TEAM ROLES

The governance and high needs collaborative priority teams shall serve in an advisory capacity and shall not make decisions on any matter. The governance and high needs collaborative priority teams do not control or supervise District business, resources, or policy.

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