

Book	BCSD Policies
Section	200 SCHOOL BOARD
Title	Advisory Committees
Code	220
Status	Active
Adopted	August 14, 1990
Last Revised	June 11, 2024
Last Reviewed	June 11, 2024
Prior Revised Dates	10/12/2021

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DEFINITIONS

The Blaine County School District Board of Trustees (the Board) has the legal responsibility for decision-making in all matters of policy. While these powers cannot be delegated or surrendered to others, the Board recognizes the value of including stakeholder feedback in the decision-making process. Advisory committee recommendations are one positive method of providing that feedback prior to the Board taking action. There are two categories of advisory committees that function within the organizational framework approved by the Board:

1. Board-appointed Advisory Committees (Board Committees)

Board Committees act solely in an advisory capacity. The composition of Board Committees will be broadly representative and will take into consideration the expertise of the individual committee members as it pertains to the specific tasks assigned to the committee.

2. School and District-level Advisory Committees

Those school and District-level advisory committees required by Federal and State programs shall function in accordance with the requirements pertaining to each specific Federal or State program. Such committees shall be Superintendent or designee-appointed committees, although 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. The Superintendent or designee will provide the Board with a summary report of each committee's recommendations, appraisals, and/or accomplishments.

STANDING BOARD COMMITTEES

Board Committees should encourage continuous improvement in student achievement and should foster adherence to the District's policies, procedures and practices at all levels.

Board Committee Composition

Board Committees will consist of members appointed by the Board. The Board Chair will appoint a member of the Board of Trustees (a Trustee) or designee to serve as the chair of the Board Committee (Committee Chair). The Committee Chair will ensure:

- Setting of the agendas
- Facilitation of the meetings
- Information is provided to the Committee relating to the topic(s) for study
- Area specialists are consulted to provide expertise where appropriate, including a classified employee for policies pertaining to classified staff
- The Board Committee operates within District policies.

Board Committees may actively seek input and participation from parents/guardians, staff, community members, students, and experts/professionals, and may consult with local public boards and agencies as needed.

Criteria for Selection of Committee Members

In appointing members, the Board will attempt to have the composition of the Board Committee reflect the demographic of the student population and the community. To be eligible for membership and participation, committee members must:

1. Be residents or taxpayers of Blaine County, parents of children enrolled in its schools, District employees, and/or experts/professionals as stipulated in this Board Policy.
2. Have experience applicable to the committee's purpose, whenever possible, and varied background and perspective to complement other members.
3. Be able to communicate clearly the information resulting from the committee's work.
4. Be willing to commit to a minimum of 75% attendance at committee meetings.
5. Be willing to work productively with other committee members and District staff.
6. Not be related to or employed by any Trustees or District administrator.

The Superintendent or designee will attend Board Committee meetings as an informational resource. Prior to the May Regular Meeting of the Board, the Superintendent shall recommend District Office staff and building administrators for Board Committee positions for two-year, renewable terms that start October 1 (the Term Start Date).

Application Process

Starting May 1 of even years (i.e., 2024, 2026, etc.), the Board will seek letters of interest to fill the other Board Committee positions for two-year terms. The Board will provide notice of the vacancies in such positions to students, staff, parents, guardians and the general community. The Board will vote to appoint Board Committee members at the June Regular Meeting of the Board, with terms to begin on the Term Start Date. Members may reapply and be reappointed by the Board for up to one additional 2-year term for a total of four consecutive years on that Board Committee. All applicants will be asked to provide a Letter of Interest (see attached) and any additional information they deem relevant.

All Letters received will be reviewed by the Board and will be considered valid for a period of two years from the date of receipt, unless withdrawn by the applicant. Blank Letters of Interest will be available on the Blaine County School District website.

Prior to the end of the 2-year term, the committee chair may choose to replace any committee member not fulfilling the eligibility criteria above with an alternate selected from the list of previously received letters of intent.

Committee Meetings and Procedures

Board Committees will meet as needed during the school year at the direction of the Board and shall be scheduled by the Committee Chair or designee. Board Committee meetings are subject to Idaho Open Meeting Law, including timely agenda posting and attendance by the public. The Committee Chair or designee shall inform the Clerk of the Board of scheduled meetings in sufficient time to allow for public notice in accordance with Idaho Code.

The Board Chair, on behalf of the Board, will instruct each Committee as to:

1. How the committee impacts student achievement.
2. The length of time each member is being asked to serve.
3. The service the Board wishes the committee to render and in what time frame.
4. The resources the Board will provide.
5. The advisory nature of the committee.
6. The proper process to work through the Superintendent or designee when providing information to the press.

In addition to attending Board Committee meetings, Board Committee members may be asked to assist in public presentations, with or without the Board, that would extend the Board Committee member's service beyond the regular term.

Planning Cycle

Board Committees are responsible for near-term, mid-term and longer-term planning. In general, about 60% of time should be focused on the next 12 months' priorities, 30% on the next 24 months' priorities and 10% of time on the priorities for the next 36 months and longer. This process should enable the Board Committee to anticipate upcoming issues and develop and continuously update proposals for various courses of action based on the most current information, thereby enabling the Board to be more nimble in its decision-making process.

The Board will determine the next year's priorities for each Board Committee at or before the September Regular Board Meeting. The District Leadership Team will review these guidelines prior to the Term Start Date.

POLICY ADVISORY COMMITTEE

District administration, Board counsel, Trustees, staff, or the public may submit proposed policy changes to the Board by submitting a Policy Change Application to the Board clerk. For the policy change to be considered by the Board, the Board Chair or any two Trustees will add it to the information agenda of an upcoming Board meeting. If the Board supports consideration of the proposed policy change, the proposal will be added to the action agenda of an upcoming Board meeting for a vote. If appropriate, the Board will ask the Policy Committee to assess how implementation of the proposed policy change would impact daily practice across the District and community. Recommendations provided by the Policy Committee may result in revisions to the final policy considered by the Board.

Composition

The Policy Committee shall consist of the Committee Chair and 7-8 committee members:

- HR Director or Board designee
- One elementary school administrator
- One secondary school administrator
- Two to three certified professional employee representatives, including the Blaine County Education Association (BCEA) President (or designee), representing elementary and secondary certified staff
- Up to two members of the public

FINANCE ADVISORY COMMITTEE

The purpose of the Finance Committee is to provide feedback to the Board regarding the District's financial interests and operations and to assist in fulfilling the Board's oversight responsibilities and ensuring the public's trust. The Board recognizes it is critical to be good stewards of public funds by ensuring transparency, accountability, and efficiency in the District's finances.

The Board will determine the specific responsibilities of the Finance Committee at any given time. Such duties may include recommendations to the Board regarding:

1. The annual budget and revenue and expenditure forecasts.
2. The District's annual audit and accompanying management letters.
3. The running of supplemental and plant facilities levies.
4. Long-term capital plans for the District.
5. The investment of District money and the undertaking of debt.
6. Educating the general public concerning school finance issues, including the creation of reader-friendly budget information.
7. Local, state, and/or national policies, legislation or emergent trends which may impact District finances.

Composition

The Finance Committee shall consist of the Committee Chair and 10 committee members:

- Finance Manager or Board designee
- The Director of Buildings and Grounds
- One school administrator
- Two to three certified professional employee representatives, including the Blaine County Education Association (BCEA) President (or designee), representing elementary and secondary certified staff.
- Five members of the community

CALENDAR ADVISORY COMMITTEE

The purpose of the Calendar Committee is to develop and thoroughly vet two or three District calendars (possibly for multiple years) and submit them to the Board for consideration. Major calendar shifts should only be considered with proper vetting and process. The following shall be taken into account by all committee members before presenting the calendar to the Board for consideration:

1. Schedules that prioritize equity and student achievement.
2. Schedules that maximize student attendance (i.e., minimize partial weeks and half days)
3. Fiscal limitations.
4. Dividing the school year into equal grading periods.
5. Incorporating feedback from all major stakeholder groups, including staff, students, parents, community partners and other community members.
6. Scheduling professional development days to enhance impact.
7. Leaving the Board sufficient time to consider the calendar and stakeholder input before a vote.

Composition

The Calendar Committee shall consist of the Committee Chair and 11 committee members:

- Assistant Superintendent or Board designee
- HR Director or Board designee
- One elementary school administrator
- One secondary school administrator
- Three certified professional employee representatives, including the Blaine County Education Association (BCEA) President (or designee), representing elementary, middle and high school certified staff.
- Four members of the community (with parents representing elementary, middle and high school, if possible)

Stakeholder Input

After initially presenting the calendar in a Board meeting, the Board shall allow a single public comment period of no less than 30 calendar days to allow all stakeholders to comment on the proposed calendar design.

When considering changes to an existing calendar, the Board shall allow an amount of time for stakeholders to comment that is commensurate with the impact of the proposed change.

CURRICULAR MATERIALS ADOPTION COMMITTEE

Curricular materials for courses offered by the district for which materials are not covered by the state curricular materials adoption committee shall be selected by a district curricular materials committee appointed by the board of trustees. The composition of the committee and its function are described in [Policy 606 - Selection of Curriculum Materials](#) and associated procedures.

TASK FORCE COMMITTEES

The Board may form additional task force committees, for a specific purpose and for a limited time, to advise the Board as needed. Dissolution of Task Force Committees Except as specifically provided by the Board, a task force committee will cease to function when its reports have been received, or when the purpose for which it was established has been accomplished or ceased to be relevant, or when the Board dissolves it.

Legal [33-512A - District Curricular Materials Adoption Committees](#)

Cross References [Letter of Interest](#)