

## Board Committees

Per policy 1240, this Board Procedure identifies all Board committees, their status (temporary or standing), their purpose, Board expectations of the scope of work, and the membership of each Board committee. Individual Board directors will be appointed to Board committees at the Annual Organizational Meeting (Board Policy 1210).

All Board committees will center their work on serving students to meet the mission and vision of the District. To ensure that Board committee work accounts for the voices of students, families, and community partners, Board committees will seek a variety of stakeholder input through the most relevant means, including but not limited to, consultation with advisory groups, surveys, focus groups, community meetings, discussions with targeted groups and individuals, consideration of qualitative and quantitative data, etc. Community input should be gathered to best represent the diversity of our community, its strengths and needs, and an understanding of impacts on those most significantly impacted by relevant Board committee work.

Neither the Board nor the District will be bound in any way by any action taken, or statement made, by a Board committee, unless approved by a quorum of the Board. Outcomes, recommendations, and any other products created from direction of Board committee plans and Board committee community engagement plans, regardless of whether the plans are approved by the Board, do not constitute final action by the Board and are subject to full Board review. Additionally, all committee plans for significant community engagement, per policy 1240, should be developed in consultation with the Superintendent or designee and must be pre-approved by the Board.

The Board committee's primary roles are to help advance the Board's work of policy development, strategic direction setting, informed oversight, and student/community engagement and advocacy. In their interactions with the District, the role of Board committees is to help facilitate the Board's overall role in direction setting and informed oversight. Board committees will respect the District and Superintendent's role to lead the operations of programs and departments.

In developing individual Board committee annual plans, each Board committee should establish annual committee goals and clear priorities for policy development and other work. Such goals and priorities should be set to most effectively help advance the District's strategic and annual plan goals, and should be consistent with the District's mission, vision, values, and commitment to equity and accountability.

All Board committees will have the opportunity to report out to the Board regularly, and generally at each Board meeting at which Board business is a primary item on the agenda. Based on each Board committee's annual plan, additional meeting time will be allocated for particular Board committee work that requires interaction with the Board; such times will be

specified on the annual Board calendar (see Policy 1810) and/or on Board agenda planning calendars. If all desired items from a given Board committee cannot reasonably be included in the Board regular meeting agendas, the Board president will request that that Board committee update its annual plan, prioritizing those items that provide the greatest benefits to students and to advancing the District's mission, vision, values, and commitments to equity and accountability. Per policy, substantive updates to the Board committee plan must be approved by the Board.

Any Board committee work to create or modify Board Policies will follow Board Policy 0200 and any other relevant Board policies.

### **Governance, Oversight & Legislative Committee**

Status:

- Standing

Purpose:

- To ensure that state and federal legislation supports and does not detract from advancing the District's mission, vision, values, and commitments to equity and accountability via collaboration with staff and others to educate and advocate with state, federal, and local law-makers as needed. This Board committee should work with staff and others as needed to identify relevant legislation; and with the Board to organize its legislative positions in general and for WSSDA.
- To ensure that policies and procedures in the 0000 and 1000 series of Board policies are consistent with and actively support the advancement of the District's mission, vision, values, and commitments to equity and accountability. These series include direction to Board and Board committees.
- To ensure that breadth of community concerns and inputs, particularly those from advisory groups charged to bring recommendations to the Board, are appropriately considered by relevant Board committees in their committee planning process.
- To ensure that the Board provides clear direction and oversight to the Superintendent through the District planning, reporting, and monitoring of strategic, annual, and other key goals, and does so in a way that keeps all Board directors informed and gives all Board directors a way to provide input prior to decisions being finalized and/or recommendations being presented to the Board.

Expected Scope of Work:

- Coordinate construction of an annual Board position document to identify legislative priorities for the year. This document should reflect Board/District priorities as well as our mission/vision/values and should be ready in time to impact the Washington state legislative session (that usually begins in January). Note that the legislative priorities will carry over from one calendar year to the next calendar year, unless and until updates are made or a new Board position document is created.
- Update the legislative priorities as needed.
- Utilize Board position and facilitate other discussions as needed to provide direction to the Board legislative representative to inform his/her input to the WSSDA positions process.
- Facilitate the construction and submission of any proposals for WSSDA legislative or permanent positions.
- Coordinate with staff to provide advocacy to state and federal legislators and other government officials as appropriate to advance the needs and positions of the District on behalf of our students.
- Serve as Board representatives in District work on the creation and monitoring of strategic and annual plans, including reporting back to and soliciting input from the full Board prior to decisions being finalized and/or recommendations being presented to the Board.
- Work with the Board and Superintendent to provide a clear plan (as part of this Board committee's annual plan), for how all Board directors will be kept informed about and may contribute to the creation and monitoring of strategic and annual plans.
- For relevant policy series, maintain policy compliance with legal updates and best practices, including but not limited to, consideration of WSSDA recommended policy updates.
- For relevant policy series, determine key policy updates/additions/deletions to support the priorities of the District (including the Board).
- For relevant policy series, work with staff on policy updates to improve District operations with particular attention to those updates that serve staff and community, so we can best meet the needs of all our students.
- Coordinate with the Board to update policies to allow the Board to better execute its role to serve the needs of all our students and those to serve our staff, community directors and partners in this shared work.

- By the end of the second year of implementation of the updated Board committee structures in the September 4, 2018 update to policy 1240 and procedure 1240P, the governance committee will coordinate a review with the Superintendent and the full Board to evaluate how well the updated Board committee structure is working and make any recommendations for potential changes to the Board that can be considered and acted upon prior to the end of the that second year. This work should be called out in this Board committee's annual plan for that year.

Membership:

- 2 Board directors (including the Board's legislative representative to WSSDA)
- 1-3 staff members designated by the Superintendent to represent governance-related interests of the District as well as legislative advocacy interests.

Ad hoc support from District legal staff, as designated by the Superintendent

## Finance & Operations Committee

Status:

Standing

Purpose:

- To ensure that the Board provides the Superintendent a clear point of contact for special issues related to budget (e.g., such as audit, addressing a budget shortfall, etc.) that the Superintendent identifies as needing Board direction. This Board committee shall support the Superintendent in these areas in a way that keeps all Board directors informed and gives all Board directors a way to provide input prior to decisions being finalized and/or recommendations being presented to the Board. Note that regular goals, reporting, and monitoring for these areas will be managed through the planning processes noted above under the GOL Committee and in the Board 0000 and 1000 series policies.
- To ensure that policies and procedures related to staff, community, finance, and operations, (currently reflected primarily in the 4000, 5000, and 6000 series of Board policies) are consistent with and actively support the advancement of the District's mission, vision, values, and commitments to equity and accountability.

Expected Scope of Work:

- Attend annual audit entry and exit conferences and provide information about these (share dates/times prior to and share information after each) to the Board, ensuring that all Board directors are aware of any concerns related to the District's financial operations.
- In cases of major budget shortfall or when the District is considering major changes to how it funds programs, provide information and gather input from the

Board prior to decisions being finalized and/or recommendations being presented to the Board.

- Serve as the Board’s liaison with staff in the District’s work to provide options Board for how to address major budget shortfalls and to engage the community to inform decision-making about major financial changes.
- For relevant policy series, maintain policy compliance with legal updates and best practices, including but not limited to, consideration of WSSDA recommended policy updates.
- For relevant policy series, determine key policy updates/additions/deletions to support the priorities of the District (including the Board).
- For relevant policy series, work with staff on policy updates to improve District operations with particular attention to those updates that will serve staff and community so we can best meet the needs of all our students.

Membership:

- 2 Board directors
- 1-3 staff members designated by the Superintendent to represent financial and operational (including operational interactions with the community) interests of the District
- Ad hoc support from District legal staff, as designated by the Superintendent

**Students, Instruction and Family Engagement Committee**

Status:

Standing

Purpose:

- To ensure that policies and procedures related to students and instruction, (currently reflected primarily in the 2000 and 3000 series of Board policies) are consistent with and actively support the advancement of the District’s mission, vision, values, and commitments to equity and accountability.
- To ensure the Board is aware of the breadth of general community concerns, and has opportunities to listen to, learn from, and provide information to a diverse and representative set of community members through a plan, approved in advance by the Board, for regular, direct, and equitable interactions of Board directors with community members.
- To ensure that the Board provides the Superintendent a clear point of contact for special issues related to family engagement and curriculum that the Superintendent identifies as needing additional Board direction. This Board committee shall support the Superintendent in these areas in a way keeps all

Board directors informed and gives all Board directors a way to provide input prior to decisions being finalized and/or recommendations being presented to the Board. Note that regular goals, reporting, and monitoring for these areas will be managed through the planning processes noted above under the GOL Committee and in the Board 0000 and 1000 series.

Expected Scope of Work:

- Serve as the Board's liaison with staff in the District's work to make major instructional or student-related programming changes and to engage the community to inform decision-making about major instructional or student-related programming changes.
- For relevant policy series, maintain policy compliance with legal updates and best practices, including but not limited to, consideration of WSSDA recommended policy updates.
- For relevant policy series, determine key policy updates/additions/deletions to support the priorities of the District (including the Board).
- For relevant policy series, work with staff on policy updates to improve District operations with particular attention to those updates that will serve staff and community so we can best meet the needs of all our students.

Membership:

- 2 Board directors
- 1-3 staff members designated by the superintendent (recommend at least one senior staff member from Curriculum & Instruction)
- Ad hoc support from District legal staff

## Serving Each & Every Student Board Committee

Status: **Temporary**

Date of Expiration:

When work is complete (Board may make such a determination at any time but should at least consider the continued need for the Board committee at the first December Board meeting of each year until the committee is disbanded.)

Purpose:

To collaborate with Superintendent to help ensure the Board's work and the District's implementation of the strategic plan align to adequately address our shared commitment of **service of each and every** student, particularly, but not limited to, those who experience barriers to their education. This work will focus on unpacking our value of **service**, and will include, but not be limited to, attention to issues of racial equity, productive inclusion of students with disabilities, and elimination of other barriers that can be fully or partially addressed through **service of each and**

**every** student.

Expected Scope of Work:

- Work with the Superintendent to help clarify and make tangible our value of **service** as it relates to the breadth of our work to support **each and every** student, in all programs and services, and, in our leadership of the District.
- Work with Superintendent to identify key opportunities to advance, reflect, and adjust our developing culture of **service** to **each and every** student.
- Share related work and learning regularly with the Board; and, gather Board input to represent the Board in discussions with the Superintendent and staff prior to decisions being finalized and/or recommendations being presented to the Board.
- Support the Superintendent in further development of programs to advance a culture of **service** of **each and every** student, including professional development for staff (initial and ongoing), supporting structures (e.g., adoption of tools, protocols, and practices), regular opportunities for all (including Board directors) to practice and reflect on this work, and clear approaches to accountability throughout the system.
- Ensure that all work on **service** keeps our obligation to **each and every** student at the center.
- Articulate and establish agreement between the Board and leadership team around the assumptions that we're making (both data- and values-based) to inform work and the key activities that are being undertaken to address the barriers and inequities that keep us from fully **servicing each and every** student.
- Determine how the Board and the leadership team can reflect on its participation in this work and can prepare and continue to educate themselves about inequities, best practices for addressing them, and ways for the Board to engage with each other and with others about the work. Ensure Board directors have opportunities to discuss and engage with the tools and practices being used to promote a culture of **service** of **each and every** student.
- Support the community advisory process that will inform Board policy work related to issues of equity in **servicing each and every** student.
- Identify additional work or next steps for addressing inequities, including identifying best practices, tools, approaches to accountability throughout the system, and other ways the Board could support this shared work.

Membership:

- 2 Board directors
- Superintendent
- 1-3 other staff members

- Ad hoc support from District legal staff, as designated by the Superintendent
- Chief of Staff shall serve as secretary to the committee

## **Board Committee Roles and Responsibilities**

Unless otherwise specified above, the following roles and responsibilities will apply to each Board committee:

- Board Committee Chairperson
  - Board directors will agree on one director to serve as the committee chairperson. Should the two Board directors be unable to reach an agreement, the Board president will appoint one of the Board directors to serve as the committee chairperson.
  - The committee chairperson may delegate individual work items of the committee as appropriate. Whether delegating or directly doing the work, the committee chairperson will be responsible for ensuring that each of the following items is addressed in ways that meet the requirements of the Board, the needs of the District and Board committee, and that are consistent with the expectations and understanding of the Board committee.
    - Submit a Board committee plan and associated policy priorities to the Board.
    - Submit status updates and any plan updates to the Board.
    - Submit any community engagement plans to the Board.
    - Procure the approval of the Superintendent or designee that the Board committee plan, or update to the plan, including policy priorities, is viable, particularly with respect to staff time needed for Board committee work, alignment of Board committee work with District goals and priorities, and District capacity to rollout any new/updated policies or direction from the Board. In the case that the Superintendent or designee does not approve the plan prior to presentation to the Board, the committee chairperson must ensure the plan is updated so the Superintendent or designee can approve prior to presentation to the Board. If agreement cannot be secured between the committee chairperson and the Superintendent or designee, then the Board committee may not present the plan to the Board unless both Board directors agree. In such a case, the committee chairperson must ensure that at the time the Board receives the committee's recommended plan, the Board is also provided with documentation of the Superintendent's (or designee's) concerns.

- Ensure that agendas are set prior to Board committee meetings.
- Facilitate Board committee meetings.
- Serve as the primary point of contact for the Board committee.
- Review all materials being submitted to the Board in a timely fashion. Ensure materials and recommendations are appropriate and adequate for Board consumption, and that the Superintendent is informed and the Superintendent or designee have confirmed that they are able to support the work. As with the Board committee plan, if the Superintendent or designee identifies an issue with the materials or recommendation from the Board committee, the committee chairperson should seek to address those concerns. If the committee chairperson is unable to address the Superintendent's concerns, and the other Board director agrees to proceed with the materials and/or recommendation, the committee chair must ensure the Board receives both the materials/recommendation AND clear documentation of the Superintendent's concerns.
- Serve as the default spokesperson for the Board committee to the Board in Board meetings. However, when staff, a community member, or the other Board director has led particular work of the Board committee, the Board chairperson is encouraged to delegate or share the spokesperson role at the Board meeting with other Board committee members.
- The committee chairperson should ensure that the Board committee meets its obligations to keep the Board informed and to gather input from the Board, even when direct actions are not needed from the Board (such as work related to advisory liaisons that the Board committee is providing to the Superintendent).
  - When needed, input from the Board should be gathered in a timely fashion and in the appropriate forum (usually a Board meeting) such that the input can be considered by the Board committee in its direct and advisory work.
  - Similarly, the committee chairperson should ensure that the Board is kept informed of the work of the Board committee in a timely fashion.
  - When there is no action to be taken by the Board, updates may be provided in email to Board directors. However, when action may be anticipated from the Board, input should be gathered and information shared in an open Board meeting consistent with the Open Public Meetings Act.
- Committee Secretary
  - The Board Coordinator, unless otherwise indicated or agreed, shall serve as

committee secretary.

- The committee Secretary shall ensure the following for each Board committee:
  - Adequate meetings, determined in conjunction with the committee chairperson, are scheduled to meet the goals in the Board committee plan.
  - Meeting notes are distributed and stored following each meeting. Notes do not need to directly transcribe the meeting, but must include:
    - Decisions made by the Board committee
    - Action items identified (with owners and dates)
    - Open issues and/or anything that poses a threat to the on-time execution of goals and deliverables
    - Any next steps identified
    - Documentation of key activities or brainstorming that are intended to help inform ongoing or future work of the Board committee
    - Any pending next steps carried over from previous meetings.
    - Any changes in goal status and/or Board committee plans, priorities, and timelines.
    - Next meeting(s)
    - Any documents or resources brought for Board committee reference
  - Status on Board committee goals is tracked, regularly updated (no less often than quarterly), and accessible to all Board committee members
  - Recommendations for meeting agendas or materials needed to inform setting meeting agendas are provided to the committee chairperson in sufficient advance of Board committee meetings to ensure agendas are set prior to each meeting
  - Action items are tracked and followed up on in timely fashion that allows Board committee work to proceed on planned timeline.
  - Dependencies are tracked and communicated in a timely fashion. This includes not only internal dependencies but also external dependencies such as schedules or positions of other agencies/partners, etc.
  - Relevant connections are made to support Board committee work.

Connections may be to relevant partner organizations, other internal initiatives, other District or Board committee work, communications from the community, etc. (Any cross-board-committee dependencies or connections should be identified to Board committee chairs, but discussion about any related next steps by the Board committees or the Board must be addressed consistent with the Open Public Meetings Act, usually during an open public meeting.)

- Board committee updates, recommendations, and other touch points with the Board are communicated to the Board Secretary for inclusion on the appropriate Board meeting agenda(s). Ensure materials needed are identified, communicated to the Board committee members, and available in time for the committee chairperson to review and submit with meeting materials.
  - All relevant documentation is approved by the committee chair (except in cases where the Board committee assigned each Board director to provide different perspectives to the Board, in which case each Board director ) and is provided for Board meetings, including but not limited to policies (including marked up versions, summaries of key info per policy 0200/0200P, documentation of critical criteria review per policy 0130/0130P), plan documents, status documents, etc.
- Staff
    - Staff serving on Board committees are expected to represent, whether directly asked or just present for relevant discussions, the expertise, data, knowledge, experiences, understanding of needs of and implications to students and groups of students, research about best practices, understanding of operational feasibility, and impacts on staff and/or other initiatives, and any other relevant information.
    - Staff may be appointed to serve on a Board committee as permanent members or as temporary members for a given time period or for the duration needed to address a given issue. At least one primary Staff contact should be appointed for a term of one year, beginning after the first December Board meeting, but may be changed by the Superintendent in collaboration with the committee chair at any time. Terms for other staff members will be specified by the Superintendent, in collaboration with the committee chair, at the time of appointment and should not exceed one year. Staff may be reappointed as needed.
    - Staff may be charged with drafting updated policy or other documentation to support the work of the Board committee. Staff may also be charged with soliciting input from other relevant staff and departments.
    - Staff members serving on a Board committee are expected to keep the Superintendent or appropriate designee informed of the Board committee's

work and of any concerns the staff member may have. Staff members are also expected to seek guidance and input from the Superintendent or appropriate designee when issues arise that require such input.

- Staff members should communicate clearly to both the committee chair and to the Superintendent or appropriate designee about any concerns about staff time and resources available to support the work of the Board committee.
- Voting
  - Only Board directors will serve as voting members of each Board committee.
  - Staff will serve as advisory members to the Board committee and are responsible for ensuring they share all relevant expertise, experience, data, and information related to the work and decisions of the Board committee.
  - Should Board directors be unable to reach consensus about bringing a recommendation or request to the Board, the Board directors on the Board committee will articulate two options for the Board to consider and will present both options to the full Board

### **Informal de Facto Executive Committee of the Board**

In addition to the formally established Board committees described in this procedure, the Board president may also convene a de facto Executive Committee of the Board to address particular administrative functions of the Board that are not otherwise covered by formally defined Board committees. Such work may include, but is not limited to: establishing a Board budget, creating a plan for Board development, establishing an annual Board calendar, setting an agenda for a regular or special Board meeting, and planning for a Superintendent evaluation.

Members of this Board committee may include the Board president, Board vice president, the Superintendent, the Chief of Staff, and the Board Coordinator, as needed. The Board president serves as the chairperson for this Board committee when it is convened and determines the appropriate membership of the Board committee based on the task(s) at hand. (For example, some work may require only Board directors or other work may require only one Board member to avoid any conflicts with the open public meeting act requirements, etc.)

This executive committee does not need to construct a committee plan nor a policy prioritization. However, like all Board committees, the Executive Committee is expected to keep the Board informed, and to solicit and consider input from the Board in a timely fashion.

The Executive Committee does not by default have responsibility for any set or subset of Board policies. However, from time to time, it may identify specific policies that it will review and present to the Board in support of its work. As with all Board committees, the Executive committee does not speak for the Board, rather it supports the Board to do its work, to provide

oversight, and to make informed decisions.

Cross Reference: Board Policy 1240  
Board Policy 1210  
  
Board Policy 0200  
  
Board Policy 1810

Committees  
Annual Organizational Meeting  
  
Policy Adoption and Revision, and  
Administrative Procedures  
Annual Governance Goals and  
Objectives

Legal Reference:

**Bellevue School District  
Revised: 12.18.18, 06.02.20**