

## **Board Student Assignment Board Advisory Committee Proposal – DRAFT**

### **1. Board Policy 10.2 Citizen Suggestions and Complaints:**

Permits the Board to establish advisory committees (see policy at end of document)

### **2. Purpose:**

In the coming months, JCPS will create a Board Student Assignment Advisory Committee and engage in a process with broad public input to review the JCPS student assignment plan and recommend district-wide changes to the Board for implementation in the 2019-2020 school year. The Board is also forming other committees (i.e. Finance, Facilities, and Policy) which will inform this work.

### **3. Board Student Assignment Advisory Committee Structure:**

- In accordance with Board Policy 10.2:
  - The Board shall appoint membership which is broadly representative of the community.
  - The Board shall appoint the Chairperson and co-Chairperson
  - The Superintendent shall appoint District employees as necessary.
- The Advisory Committee could meet biweekly from onset through 3-4 months. Adjustments to meeting frequency may be made depending on progress.
- Work Teams – Each member of the advisory committee will be asked to participate and/or provide feedback to work teams that could focus on particular topics (i.e. research, diversity, family engagement, facilities).
- Other community stakeholder engagement opportunities: Any persons NOT selected for participation on the Advisory Committee will be included in other regular communication and feedback loops (e.g., monthly updates via email and webinar; websites, and community forums).

### **4. Advisory Committee Roles/Responsibilities:**

The Advisory Committee will (1) review the current student assignment plan, (2) discuss scope of work (i.e. what problem are we trying to solve), (3) conduct research and consult with national experts regarding best practices (4) develop and implement a communications and stakeholder input plan to share out information and receive feedback from the community, (4) prioritize issues, (5) develop milestones, and (6) provide progress reports to inform staff recommendations to the board for implementation in the 2019-2020 school year.

### **5. Initial Timeline:**

Below is a list of initial action steps needed to convene the committee and prioritize the scope of work (with specific dates to be determined).

## Initial Action Steps Board Student Assignment Advisory Committee

Action Item	Responsible	End Date	Status
Draft a structure for an Advisory Committee	Dena Dossett/ Jonathan Lowe	March 21, 2017	Complete
Present draft proposal on Advisory structure, processes, and initial timelines to full Board.	Dr. Hargens		
Additional feedback received from full Board on committee structure.	Board (via Dr. Hargens)		
Approve establishment of Advisory Committee	Board		
Notify Cabinet members of (1) approved Advisory Committee structure, process, and timelines, and (2) request nominations for central office staff appointments to Advisory Committee.	Dr. Hargens		
Appoint JCPS staff to the Advisory Committee	Dr. Hargens		
Identify potential community appointees to the Advisory Committee for Board consideration	Dr. Hargens		
Present community appointees to Full Board for consideration and approval	Dr. Hargens		
Invite staff and community to participate in Advisory Committee	Facilitators		
Convene Advisory Committee kick-off to review purpose and establish general agreements (e.g., processes; expectations; communication mechanisms).	Facilitators		
Provide alternative Advisory Committee kick-off meeting opportunity for stakeholders who cannot attend kickoff event in-person meeting via webinar.	Facilitators		
Conduct planning meeting with Chair, Co-chair and staff to plan for Advisory Committee meetings	Facilitators	Ongoing	
Coordinate with Communications Office to draft a <i>Communications and Stakeholder Input Plan</i> for larger share-out and feedback with community.	Facilitators		
Present Advisory Committee proceedings and draft <i>Communications and Stakeholder Input Plan</i> to Board.	Co-chairs/ Dr. Hargens		
Feedback received on initial planning by Advisory Committee from Board Chair.	Board (via Dr. Hargens)		
Conduct Advisory Committee meetings	Facilitators	Ongoing	
Implement communication mechanisms and processes for larger share-out and feedback with non-Steering Committee stakeholders and community.	Facilitators		
Synthesize category recommendations from Advisory Committee meetings into a planning document with milestones for implementation in 19-20.	Facilitators		
Present Advisory Committee planning document and recommendations as well as any initial community feedback to Board.	Dr. Hargens		
Feedback received on planning document and draft communications plan from Board.	Board (via Dr. Hargens)		

## **Board Policy 10.2 Citizen Suggestions and Complaints**

### **Advisory Committees to the Board**

From time to time, the Board may appoint committees composed of citizens to advise the Board on specific matters. The Superintendent shall appoint District employees to serve on these committees as necessary. Such committees shall be ad hoc in nature and will serve at the pleasure of the Board.

In the event an advisory committee is appointed by the Board to advise it, the following principles shall prevail:

1. The Board shall appoint membership which is broadly representative of the community.
2. The duties, operational guidelines, and expectations of the committee shall be outlined at the time of formation of the committee.
3. The Board shall appoint the Chairperson and co-Chairperson.
4. Recommendations of the committee shall be based on appropriate research and facts.
5. All recommendations shall be submitted to the Board.
6. The committee shall be automatically dissolved when its final report has been made, or it can be terminated at any time by a majority vote of the Board.

Committees appointed by the Board shall comply with requirements of the Open Meetings Law.