

GOVERNANCE POLICIES OF THE MILWAUKEE BOARD OF SCHOOL DIRECTORS

BG 2.10 BOARD ADVISORY COMMITTEES

(1) OVERVIEW

(a) The Board recognizes the value of broad community involvement within the operations of MPS.

(b) The term “advisory” within this policy statement shall mean participation through taking part in studies, giving advice, and making recommendations on important issues affecting the schools that are identified by the Board and/or Administration or by people living in the community as governed by the involvement structures encouraged within this Board Governance Policy.

(c) The primary role of persons serving in an advisory capacity is to assist the Board in defining educational issues and their alternative solutions more accurately so that necessary policies or procedures may be initiated. Community members acting in this role do not assume the role of administrators employed by the Board. Similarly, community members do not assume the official responsibilities of board members, who are elected and legally responsible for making final educational policy decisions. Rather, an advisory committee functions as a guiding and recommending body that helps the Board perform its legal role as policymaker more effectively.

(2) RESIDENCY OF PEOPLE SERVING AS COMMITTEE OR TASK FORCE MEMBERS

The residency conditions of people serving as committee or task force members shall be as follows:

- (a) A majority of the members of each advisory committee or task force shall legally reside within the City of Milwaukee.
- (b) The Board Clerk/Chief Officer, Office of Board Governance, shall be responsible for authentication of residency of each individual.
- (c) Exceptions to (2)(a) and (b) above may be made only by a majority vote of the full Board of School Directors.
- (d) A list of the members of committees and task forces is to be brought back to the Board as an informational report.

(3) ESTABLISHMENT OF A COMMITTEE

(a) For issues that transcend individual schools or are district-wide in scope and require extensive study prior to the determination of the need for new educational policies, an advisory committee may be originated by the Board.

(b) For issues that transcend individual schools or are district-wide in scope, an advisory committee may be created by Board resolution. The resolution shall authorize or direct an executive officer of the Board to form an advisory committee. Formation of such an advisory committee will be created in accordance with this policy.

- (c) Establishment of the committee shall indicate:
1. the executive officer/s that shall select a designee to act as liaison and whether the liaison may vote and/or hold office on the committee; and
 2. The executive officer that is responsible for providing staff assistance to the committee.

(4) MEMBERSHIP

(a) Advisory committee membership shall be broadly representative of the community and its different viewpoints, and members shall be selected in light of the task to be accomplished.

(b) Where it is determined that certain employee groups will be represented, designated bargaining groups shall be contacted to select their own membership.

(c) Acceptance of membership on an advisory committee will be taken as an indication that the member intends to participate regularly with the committee.

(d) A letter of invitation shall be prepared by the appropriate executive officer/s, with subsequent approval of the President of the Board, and transmitted to each member of the committee. This letter shall instruct the membership as to:

1. the specific purpose for which the committee is being created;
2. the specific length of time each member is being asked to serve;
3. the nature of the committee, with respect to the number of members on the committee; whether membership will be fixed or can be expanded; whether alternate members will be accepted; and whether the committee has the authority for creating special task forces or other sub-groups;
4. the designation of the committee chair or whether the committee may select/elect its own chair;
5. the committee's relationships with the Board as a whole and with the professional staff;
6. the time and place of the first committee meeting;
7. the dates on which the Board wishes reports to be submitted;
8. the date on which the Board may wish the committee to complete its task, subject to an appeal by the committee for the modification of the original report submittal date;
9. the recipient(s) of the committee's reports;
10. the resources that the Board intends to provide to help the committee complete its job (clerical, mailing, duplicating, staff time, out-of-city travel expenses, consultants, etc.); and
11. the Board Governance Policies governing advisory committees, to help clarify relationships from the beginning.

(e) All members of the committee, as approved by the president of the Board, shall be voting members, unless stated otherwise in the establishment of the committee.

(f) Board members will be encouraged to participate on any and all advisory committees as non-voting and non-office-holding members.

(4) LIAISONS

(a) Pursuant to the establishment of the committee, the appropriate executive officer/s shall serve, or designate at least one member of the staff to serve, in a resource or liaison capacity with the committee. Such liaison shall meet or communicate with the committee or committee representatives as necessary to remain informed of the committee's activities, provide for and coordinate the use of district information and resources, and advise in the preparation and transmission of reports.

(b) The Superintendent shall serve as an advisory committee member on every Board committee, except when the Superintendent's conduct is under investigation by that committee.

(c) The liaison of the executive officer/s shall make every reasonable effort to respond to committee requests within the guidelines established by the Board and the charge of the committee. Contact with district staff should be made by the committee chair or designated member acting with the approval of the full committee through the liaison. District staff members that are appointed to an advisory committee shall serve as resource or technical assistance personnel as non-voting, non-office holding members, unless otherwise stated in the establishment of the committee.

(5) STAFF TIME, EXPENDITURES, AND REIMBURSEMENTS

(a) Where committee requests result in allocations of time that make it unreasonable for staff members to carry on their regularly assigned duties, the appropriate executive officer/s may make recommendations to the Board for alleviation of the problem.

(b) Fiscal resources in support of community members' involvement will be allocated to a separate budget account and disbursed in accordance with the direction of the Board within this policy statement.

(c) Expenditures will be made subject to the approval of the appropriate executive officer/s and in accordance with district policies and procedures.

(d) Fiscal support of advisory committees will not include payment for voluntary service insofar as time served; however, reimbursement for actual and necessary expenses may be possible where a budgetary allocation specifically for such purposes is authorized by the Board. In such cases, approval to expend such funds must be obtained prior to incurring any expenses.

1. Where a federally or state-funded program permits direct financial support for community involvement, funds will be used in accordance with the laws, regulations, and guidelines pertaining to the program.
2. Where a grant-funded program permits direct financial support for community involvement, funds will be used in accordance with the stipulations set forth in the grant and in accordance with district policy.
3. In all other cases, reimbursement will be made pursuant district policies and procedures.

(6) PUBLIC ANNOUNCEMENTS AND NOTICES

(a) All public announcements concerning the organization, membership, operation, recommendations, and dissolution of such committees shall be made at such a time and in such manner as the Board may choose.

(b) All meetings of Board-originated advisory groups must be accessible by the public and an appropriate notice must be served. The Office of Board Governance will assist advisory groups in serving the required notice.

(c) Where a quorum of the Board or its standing committees may exist at a meeting of an advisory committee, notice shall be served in conformance with Board Rule 2.03.

(7) TERMINATION AND DISSOLUTION

(a) An advisory committee, upon completion of its specific assignment and action upon the report by the Board, shall be considered dissolved, and an appropriate letter recognizing the contributions made shall be transmitted to all members of the committee. The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee. No committee shall be charged with the implementation, if any, of its report. Any action stemming from any report shall rest with the Board and the appropriate executive officer/s.

(b) The progress of all Board-originated advisory committees with indeterminate termination dates shall be reviewed by the Board on an annual basis. Such committees shall be subject to termination as of July 1 each year and reorganization by the Board president.

(c) All other special Board-appointed committees, councils, task forces, and commissions shall dissolve on June 30 each year.

(d) After June 30 of each year, the full Board shall review the need for these committees, task forces, councils, and commissions; if it is found that they are still needed, the President of the Board shall appoint members anew as is done with committees of the Board.

History:	Adopted 2-6-76; Revised 1982, 1984, 1994; Reaffirmed 4-20-95, 4-25-96; Revised 1-28-98, 10-29-15, 08-25-16, 11-18-21
Previous Coding:	BG 2.11, prior to 6-26-96
Legal Ref.:	W.S. 119.32(4)

Cross Ref. Board Rule 2.03, Meeting Notices
 MPS Employee Handbook
 MPS Travel Policies and Procedures Manual

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