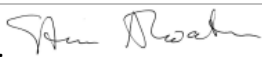


KENAI PENINSULA BOROUGH SCHOOL DISTRICT
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SCHOOL BOARD COMMUNICATION

Title:	Committee Structure		
Date:	November 27, 2012	Item Number:	Worksession
Administrator:	Steve Atwater, Ph.D.  Superintendent of Schools		
Attachments:			

<input type="checkbox"/> Action Needed	<input checked="" type="checkbox"/> For Discussion	<input type="checkbox"/> Information	<input type="checkbox"/> Other : _____
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BACKGROUND INFORMATION

The School Board's Bylaws include guidelines for establishing board committees. The bylaws state that the composition of the committee shall be determined by the Board President.

This worksession is held to review current board committees and as necessary, make recommendations for changes. Board Member Downing has compiled a document that lists the composition of current board committees and a history of each board member's membership on such committees. This document will serve as a reference for this discussion.

ADMINISTRATIVE RECOMMENDATION

N/A

School Board Committees – Work Session 12-3-12

Discussion topics:

- Which Board standing committees do we need?
- Which Board ad hoc committees do we need? (Perhaps related to our goals or the District strategic plan.)
- On which District committees do we want a representative?
- What are our “other duties” on behalf of the District? (AASB, Assembly meetings, etc.)
- What process do we want to put in place for identifying interest in committees and the President’s appointment?
- Should we have rotation on committees for more in-depth understanding across the Board?
- On which committees should a Board member be chair and how selected?
- **What other areas would you like to discuss?**

Current Board Committee Membership

P – Past

X – Current

* Expressed Interest for ‘12-‘13

	<i>Sammy</i>	<i>Joe</i>	<i>Penny</i>	<i>Lynn</i>	<i>Bill</i>	<i>Tim</i>	<i>Marty</i>	<i>Sunni</i>	<i>Liz</i>
Board Standing Committees									
Charter School		X	P	X				X	P
Ethics	0	0	0	0	0	0	0	0	0
Community Relations	0	0	0	0	0	0	0	0	0
Legislative	X*								
Policy	P*		P	X			X	X	P

Suggestions:

1. Reduce/Combine Standing Committees to a total of 3 with 3 (unduplicated) members each. These are our working committees. The Board goals will be tied to each.
2. Committees would focus on the purpose of the Board is 1) Advocate for District and communicate with the public; 2) Approve policies and oversee administration; 3) Assure quality curriculum and instruction.
3. Committees would generally mirror District departments.
4. Standing committees would most likely meet prior to all/most Board work sessions on meeting days. We could build in meetings for 75 minutes followed by a 15 minute break and work sessions.
5. Staff would work with just one standing committee as they relate to departments. Additional department staff may also participate/substitute as needed or when another committee’s agenda overlaps.

Governance and Communications Committee

Staff: Steve Atwater and/or Pegge Erkeneff

This committee would focus on tracking local, state, and national issues (one member for each) for legislative advocacy, informing the board, and recommending specific advocacy steps. This group would also reach out to the public with documents and media to inform the public on District challenges and success to engage our communities to support our schools. Other areas falling under this committee would be supporting site based councils, Board bylaws and procedures, and community relations.

Board Goal: 3. Improve site council effectiveness by developing a set of guidelines and responsibilities for site councils by March 2013 (support Strategic Plan Goal 3.1)

Policy, Administration and Budget Committee

Staff: Dave Jones and/or Laurie Olson and/or Tim Peterson

This committee would continue the work of the Policy Committee and provide input on administrative issues related to budget, personnel, transportation, facilities, and operations.

Board Goal: 1. Define and document KPBSD School Board's relationship with the KP Borough regarding school facilities, their maintenance, and local funding by December 2012.

4. Examine KPBSD's student transportation system to identify inefficiencies and then develop a plan for improving District transportation by December 2013.

Curriculum and Instruction Committee

Staff: Sean Dusek and/or John O'Brien/Doris Cannon

Issues related to Charter Schools, Connections, Alternative, and Neighborhood Schools; Special Education, Assessment, Career Tech, new curriculum or innovation in instruction.

Board Goal: 2. Support KPBSD's work to provide an innovative and flexible instructional approach at all its schools by May 2013. (support Strategic Plan Goal 1.6)

District and other Committees

Some of those listed look like they are/should be Board committees with 3 Board members serving on them. District committees should be those of the District that include one member representing the Board.

A partial list of Board, District, and Other committees is listed below. It outlines which Board members are current members (X) or past members (P). This list is incomplete so it needs to be updated. The purpose of listing past members is to indicate who has/has not served on each committee. If you have not done so already, **please provide information on your past and present committee activity.**

Below the committee membership chart, is the description and charge of each. This is followed by examples of committee structures from other Alaska school boards.

Committee Membership

P – Past

X – Current

* Expressed Interest for '12-'13

	<i>Sammy</i>	<i>Joe</i>	<i>Penny</i>	<i>Lynn</i>	<i>Bill</i>	<i>Tim</i>	<i>Marty</i>	<i>Sunni</i>	<i>Liz</i>
District Committees									
Administrative Evaluation				X		X			
Budget (combine w/Finance or have an audit comm?)			X*	P	X/P?	X			
Career Tech (3 members – is this a Board or District Committee?)				X	X		X		
Communications (Board?)			X*	P	X				X
Health Plan	0	0	0	0	0	0	0	0	0
Finance (Board?)	X		X			X			
Federal Programs	0	0	0	0	0	0	0	0	0
Reconsideration of Materials		X							
KPSAA					X				
Language Arts Curriculum			X						
Science Curriculum				X					
Math Curriculum	0	0	0	0	0	0	0	0	0
Recognition (should be Board?)	X*			X (Alt?)					
Calendar					X				
Title VII								X	
Wellness									X

Other Committees/Duties are those that Board members serve on as a representative to a community organization, partner, or professional association.

	<i>Sammy</i>	<i>Joe</i>	<i>Penny</i>	<i>Lynn</i>	<i>Bill</i>	<i>Tim</i>	<i>Marty</i>	<i>Sunni</i>	<i>Liz</i>
Other Committees / Duties									
AASB Board of Directors	X							X	
AASB Conference Committees (Th)	P		P	P				P	P
Project Grad Board	P								X
Art Curriculum (District - inactive)									
World Languages (District - inactive)				P					
KPB Redistricting (inactive)				P					
Teacher Evaluation	X?		X		X?				
Principal Evaluation?									

Board Member	Committee/Task Force
Joe Arness	<ul style="list-style-type: none"> • Charter School Oversight Committee • Reconsideration of Instructional Materials
Marty Anderson	<ul style="list-style-type: none"> • Career and Technical Education Curriculum Committee (alternate) • Policy Review Committee • Math Curriculum Committee • State Assessment and Evaluation Committee • State Workforce Investment Board
Sammy Crawford	<ul style="list-style-type: none"> • Association of Alaska School Boards Board of Directors • Finance/Budget Review Committee • Recognition Committee
Liz Downing	<ul style="list-style-type: none"> • Project GRAD Liaison • Wellness Committee • Communications Committee
Sunni Hilts	<ul style="list-style-type: none"> • Association of Alaska School Boards Board of Directors • Title VII Liaison • Charter School Oversight Committee • Policy Review Committee
Lynn Hohl	<ul style="list-style-type: none"> • AASB Resolutions • AASB Advocates for Alaska's Youth Network • Charter School Oversight Committee • Reapportionment Board • Recognition Committee • Policy Review Committee • Career and Technical Education Curriculum Committee
Bill Holt	<ul style="list-style-type: none"> • Kenai Peninsula School Activities Association Executive Board • School Calendar Committee • Career and Technical Education Curriculum Committee • Communications Committee
Tim Navarre	<ul style="list-style-type: none"> • Finance/Budget Committee
Penny Vadla	<ul style="list-style-type: none"> • Finance/Budget Committee • Communications
Student Representative	

Board and District Committees

School Board Committees

Board Committee/Task Force Membership

Committee Name	Committee Information
Charter School Oversight Committee	Committee Charge Membership, Agendas and Minutes or Notes
Ethics Committee	(Charge and composition to be established)
Community Relations Committee	(Charge and composition to be established)
Policy Committee	Committee Charge Membership List, Agendas and Notes
Legislative Committee	Committee Charge Membership List

School District Committees

Committee Name	Committee Information
Administrative Evaluation Committee	Membership, Agendas and Notes
Budget Development Committee	Committee Charge Membership List Agendas and Minutes or Notes
Career and Technical Advisory Committee	Committee Charge Membership, Agendas and Notes
Communications Committee	Committee Charge Membership, Agendas and Notes
Health Plan Committee	Committee Charge Membership List Agendas and Minutes or Notes
Finance Committee	Committee Charge Membership, Agendas and Notes
Federal Programs Advisory Committee	Committee Charge Membership List Agendas and Minutes or Notes

Inactive Board and District Committees

Committee Name	Committee Information
Career and Technical Education Curriculum Committee	Membership, Agendas and Notes
Fine Arts Curriculum Committee	Committee Charge, Membership, Agendas and Notes
Health Curriculum Committee	Committee Charge, Membership List Agendas and Minutes or Notes
Physical Education Curriculum Committee	Committee Charge, Membership, Agendas and Notes
PowerSchool Review Committee	Committee Charge Membership, Agendas and Notes
Science Curriculum Committee	Committee Charge Membership List

Other Districts' Committees

Anchorage

Board Committees:

Budget and Audit Committee (3 members),

Policy (3 members),

Legislative (committee of the whole)

Other Committees:

Budget Advisory Committee,

Student Advisory Board,

AASB,

Chamber of Commerce,

Federation of Community Councils (Site Councils?),

School Business Partnerships,

Council of Great City Schools.

Besides schools within their area, there are also support areas each member focuses on: i.e. IT, purchasing, SPED, Technology, Curriculum, Nutrition, Transportation, etc.

Fairbanks

School Board Advisory Committees with community member volunteers:

Audit, Career & Tech, Citizen Budget Review, Curriculum, Diversity,

Legislative and Policy

Juneau

Only shows a Program Evaluation Committee that, "looks at the effectiveness of District programs and the impact of those programs on student success." Their website only shows up through June 2011.

Mat-Su

No committees are listed on their website or in policy.