

Keytesville R-III School District Advisory Committee Charter and Bylaws

I. The Committee will be called the Keytesville R-III School District Advisory Committee. It is authorized by the Keytesville R-III School Board of Education and will serve at the pleasure of the governing body.

II. Purposes

The committee is created for the purpose of working with the career education, Parents as Teachers, A+ Program, library media center, technology, safe and drug free school program, CSIP/MSIP, preschool program, and the counseling program. The specific purposes of the committee may include the following responsibilities:

- assist the programs in setting priorities, including participating in ongoing planning activities of the program
- study the number of workers needed by target occupations in the community
- assist in program evaluations and improvements
- facilitate cooperation and communication between the programs and the community
- determine necessary entry-level skills, attitude and knowledge competencies as well as performance levels for target occupations
- assist in placing students at employment/job shadowing sites

III. Relationship of Committee to Board of Education

It is the role and sole prerogative of the Board of Education to enact policy. The advisory committee is expected to offer recommendations for instructional programs and to provide information relevant to policy about the instructional program to the administration and instructors.

Members are volunteers who share an expert working knowledge of the job tasks and competency requirements for specific occupations. Members may also contribute expertise in public relations, facility management, etc. The committee provides advice in areas such as occupational performance competencies, instructional objectives, equipment selection, facility layout and modification, job requirements, credentials, program articulation, labor market needs, as well as, trends and career opportunities.

Committee activity is limited to suggestions, recommendations, and assistance. Authority does not include administrative or faculty control of the programs; these responsibilities are reserved for the Board of Education.

However, because committee members have expert knowledge in program fields and because the committee has authority granted by the Board of Education, committee advice is taken seriously by instructional program officials.

Advisory committees are goal oriented toward program improvement. They promote constructive and necessary change within a program, generating and transmitting any ideas to the program from the employment community and from program to the employment community.

IV. Membership

Composition: The advisory committee shall consist of 25-35 members. Members will be approved by the Board of Education. Committee members will constitute a cross-section of the employment community, with special emphasis on private sector employees and employers. Membership shall include representation of minority and target groups whose interests must be served in career education programs.

Members should be selected to represent:

1. geographical sections of the school service area
2. all types of business and industry, particularly those predominant in the area
3. both labor and management
4. parents of career education students
5. former students of career education programs
6. various age levels
7. both genders
8. representatives of handicapped individuals
9. representatives of ethnic and racial communities
10. Board of Education Members
11. representative from school administration
12. students
13. teachers
14. community leaders
15. professional development committee (PDC)
16. career ladder
17. support staff
18. elected officials
19. law enforcement

This representation should enable the advisory committee to reflect the points of view of the various segments of the community being served.

Term:

A term of membership shall last for three years, with one-third of the membership appointed each year with the exception of faculty members that represent specific school programs and departments (i.e. advisory committee coordinator, LMC/technology coordinator, career education representation, professional development committee, career ladder, C-2000, federal program representation) and Board of Education members or other administration. Terms shall not be renewable within 11 months after conclusion of an earlier term. Terms will begin on July 1.

V. Organizational Structure

Officers:

The committee will have a chair, vice chair, and recording secretary who are elected yearly by the membership. Elections will be held at the first meeting of the new membership year and will be elected by a simple majority.

Member Responsibility:

Each member is expected to attend meetings and to participate in committee activities.

Each member is expected to study the issues or problems which come before the committee in order to contribute to the resolution process.

VI. Procedural Rules

Bylaws:

The committee will draft and adopt a set of written bylaws at the organizational meeting of the committee. The bylaws govern committee operation. Bylaws require a two-thirds vote for adoption or change.

Meetings:

The committee will meet *a minimum of* six times a year. If at all possible, written notices of upcoming meetings will be mailed to members at least ten days before a meeting.

Meetings will be held at 7:00 P.M. on a date set by the committee or coordinator in February, April, June, September, October, and November unless other specified. Additional meetings may be held as necessary.

The advisory committee coordinator will develop an agenda for each meeting.

Meeting sessions will be limited to approximately two hours.

Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a discussion is to be recorded and transmitted as a recommendation.

A quorum will consist of a simple majority of appointed members.

Subcommittees:

Special committees will be established on an "as needs basis".

Subcommittees may be of any size, but will usually include three or four members.

Subcommittees may elect their own chairs.

Subcommittees will report to the advisory committee.

Minutes:

Minutes of each meeting will be kept. Copies will be mailed to the Board of Education, local administrator(s), instructors, and committee membership.

Recommendations and Reports:

Committee recommendations and reports will either be submitted in writing to the Board of Education or presented by the advisory committee coordinator or administration. Documents will include both suggested action and justification for suggestions. The Board of Education will respond/react to such recommendations/reports in writing or respond to the advisory committee coordinator or administration who will report back to the advisory committee.

Public Announcements

While members are expected and encouraged to discuss the instructional programs within the community, members shall not report opinions expressed in meetings, nor shall they report independently on committee action.