

School Board Advisory Committee Working Group

Liaisons & Support

Proposed	Comments/Feedback	2nd draft
<p>Board liaison</p> <p>Filled by a Board member, as determined by the Board.</p> <p><u>Responsibilities</u></p> <ol style="list-style-type: none"> 1. Collaborate with chair, staff liaison, and Board colleagues to establish the Council charges. 2. As needed throughout the year, provide guidance on alignment of the Council work with the Strategic Plan. 3. With their Board colleagues, holds primary responsibility for recruitment of council members. 3. Occasionally join the chair and staff liaison for their monthly planning meetings. 4. Occasionally meet 1:1 with the chair during the year. 5. Attend most meetings and occasionally participate to clarify information or make a suggestion. 6. Report to Board colleagues when there is a particular item of note. 	<p>Agree</p> <p>Occasionally seems too broad to me. I am sure that is intentional, but it may be better to have some guidance (1-2 times per year, or once a quarter)</p>	<p>Board liaison</p> <p>Filled by a Board member, as determined by the Board.</p> <p><u>Responsibilities</u></p> <ol style="list-style-type: none"> 1. Collaborate with chair, staff liaison, and Board colleagues to establish the Council charges. 2. As needed throughout the year, provide guidance on alignment of the Council work with the Strategic Plan. 3. With their Board colleagues, holds primary responsibility for recruitment of council members. 3. Join the chair and staff liaison for their monthly planning meetings 1-3 times per year. 4. Meet 1:1 with the chair quarterly during the year.

		<p>5. Attend most meetings and occasionally participate to clarify information or make a suggestion.</p> <p>6. Report to Board colleagues when there is a particular item of note.</p>
<p>Staff liaison</p> <p>1. Filled by a staff member, as determined by the Superintendent or their designee.</p> <p>2. <u>Responsibilities</u></p> <ol style="list-style-type: none"> 1. Serves as the primary conduit of information exchange between the Council and Arlington Public Schools. Duties. 2. Support the Board liaison as needed in the recruitment of Council members. 3. Meet with the chair for monthly planning meetings. 4. Keep chair informed of timelines and progress of relevant APS operational processes (e.g., CIP, budget) and academic updates, initiatives, and pilots (e.g., monitoring reports, program evaluations, academic pilots, new initiatives) 		<p>Staff liaison</p> <p>3. Filled by a staff member, as determined by the Superintendent or their designee.</p> <p>4. <u>Responsibilities</u></p> <ol style="list-style-type: none"> 10. Serves as the primary conduit of information exchange between the Council and Arlington Public Schools. Duties. 11. Support the Board liaison as needed in the recruitment of Council members. 12. Meet with the chair for monthly planning meetings.

<ol style="list-style-type: none"> 5. Attend all meetings; provide department updates as needed. 6. Invite other staff members to Council meetings as requested by the chair 7. Request non-publicly available information required by the Council to discharge its duties in accordance with the charge and committee research provision of this Policy Implementation Procedure. 8. Obtain language translations of Council meeting materials and documents that are deemed as essential documents as defined by APS: Documents that communicate critical information about health and safety, academic progress, discipline concerns, or meaningful participation in school 9. Report to their departmental supervisor or the Superintendent when there is a particular item of note. 		<ol style="list-style-type: none"> 13. Keep chair informed of timelines and progress of relevant APS operational processes (e.g., CIP, budget) and academic updates, initiatives, and pilots (e.g., monitoring reports, program evaluations, academic pilots, new initiatives) 14. Attend all meetings; provide department updates as needed. 15. Invite other staff members to Council meetings as requested by the chair 16. Request non-publicly available information required by the Council to discharge its duties in accordance with the charge and committee research provision of this
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		<p>Policy Implementation Procedure.</p> <p>17. Obtain language translations of Council meeting materials and documents that are deemed as essential documents as defined by APS: Documents that communicate critical information about health and safety, academic progress, discipline concerns, or meaningful participation in school</p> <p>18. Report to their departmental supervisor or the Superintendent when there is a particular item of note.</p>
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<p>Council Liaisons</p> <p>To improve communication between advisory councils and to build the district-wide knowledge of all advisory council members, councils are encouraged to appoint liaisons to the other committees.</p> <p>Appointed liaisons serve as non-voting members of the council to which they are appointed. The appointment shall not be counted towards the maximum number of years of service on the council to which they are appointed as the council liaison.</p> <p><u>Responsibilities</u></p> <ol style="list-style-type: none"> 1. Attend all meetings of the council to which they are appointed. 2. Report back to their home council leadership team on the activities and discussions of the council to which they are a liaison. 3. Councils may use alternate models to fulfill the goals of these liaison roles, such as co-liaisons who take turns attending, or a sign-up for individual members to attend the meetings of other councils. 	<p>+1 I really like this idea.+1</p>	<p>Council Liaisons</p> <p>To improve communication between advisory councils and to build the district-wide knowledge of all advisory council members, councils are encouraged to appoint liaisons to the other councils.</p> <p>Appointed liaisons serve as non-voting members of the council to which they are appointed. The appointment shall not be counted towards the maximum number of years of service on the council to which they are appointed as the council liaison.</p> <p><u>Responsibilities</u></p> <ol style="list-style-type: none"> 4. Attend all meetings of the council to which they are appointed. 5. Report back to their home council leadership team on the activities and discussions of the

		<p>council to which they are a liaison.</p> <p>6. Councils may use alternate models to fulfill the goals of these liaison roles, such as co-liaisons who take turns attending, or a sign-up for individual members to attend the meetings of other councils.</p>
<p>Staff administrative support</p> <p>The administrative assistant for the staff liaison will provide administrative support to the Council, including:</p> <ol style="list-style-type: none"> 1. Obtaining meeting locations 2. Publishing the Council membership list on the Council page of the APS website 3. Publishing meeting dates, times, locations, and changes on the Council page of the APS website as required by Policy ____ 	<p>Will all assigned staff liaisons have admin support? Or may these responsibilities fall to the staff liaisons?</p>	<p>Staff administrative support</p> <p>The administrative assistant for the staff liaison or the relevant department will provide administrative support to the Council, including:</p> <ol style="list-style-type: none"> 6. Obtaining meeting locations 7. Publishing the Council membership list on

<p>4. Publishing approved meeting minutes on the Council page of the APS website</p> <p>5. Publishing Council reports and recommendations Council page of the APS website</p>		<p>the Council page of the APS website</p> <p>8. Publishing meeting dates, times, locations, and changes on the Council page of the APS website as required by Policy</p> <hr/> <p>9. Publishing approved meeting minutes on the Council page of the APS website</p> <p>10. Publishing Council reports and recommendations Council page of the APS website</p>
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