



## BOARD POLICY

### GOVERNANCE PROCESS

#### 4.6 BOARD LIAISON AND COMMITTEE PRINCIPLES

Adopted: September 19, 2000

Revised: June 21, 2017

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Board liaisons and committees, when used, will be assigned so as to reinforce the wholeness of the Board's job and so as never to interfere with delegation from Board to Superintendent.

Accordingly:

1. Board liaisons and committees are to help the Board do its job, not to help or advise the Superintendent or staff. Liaisons and committees ordinarily will assist the Board by preparing diverse policy alternatives, and implications for Board deliberation, including pros and cons of each, without recommendations or preferences, unless specifically requested by the Board, in a clear and concise manner.
2. Board liaisons and committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Superintendent.
3. Board liaisons and committees cannot exercise authority over staff. Because the Superintendent works for the full Board, and staff work for the Superintendent, directly or indirectly, none of them will be required to obtain the approval of a Board liaison or committee before taking executive or other action.
4. Board liaisons and committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Board liaison or committee which has helped the Board to create policy on some topic will not be used to monitor organizational performance on that same subject.
5. Board liaisons and committees will be used sparingly and ordinarily in an ad hoc capacity.
6. An individual is a Board liaison or a group is a Board committee only if its existence and charge come from the Board through Board action, regardless of whether the individual or group is called a liaison or a committee or whether any Board member is the liaison or participates on the committee. The only regular Board liaisons or Board committees are those which are set forth below in this policy. Any other Board liaison or committee is an *ad hoc* Board liaison or committee which shall cease to exist once its task is complete. This policy does not apply to liaisons or committees formed under the authority of the Superintendent or those which report directly or indirectly to the Superintendent, even if that liaison or committee includes an individual who also happens to be a Board member.
7. Regular Board Liaisons and Committee shall observe all of the more general policies included above. They include:

#### A. District Accountability Committee (DAC)

Product: The DAC shall make recommendations to the Board of Education at least annually relative to the programs of accountability designed to measure the adequacy and efficiency of education programs. The DAC shall recommend to the Board of Education priorities for spending school district monies. Additionally, advice and input may be requested by the Board through formal requests which the DAC may accept or reject. The DAC may choose to discharge its duties through subcommittees or otherwise. The DAC may perform other duties that are acceptable to the Superintendent at his or her discretion.

Authority: The DAC shall operate under written by-laws and policies that are mutually acceptable to the DAC and to District legal counsel. The DAC and Superintendent will annually determine the DAC budget and staff time allocation.

#### B. Finance and Audit Committee (FAC)

Product: the FAC shall serve as an independent and objective party to monitor the district's financial reporting process and internal financial control systems and to review and appraise the efforts of the independent auditors and financial services department. The Board and Superintendent retain the responsibility for the district's financial condition and for decision-making in all matters of policy and operation. The existence and function of the FAC shall not limit the Board of Education from exercising its full authority.

Authority: the FAC shall operate under written by-laws that are mutually acceptable to the FAC and to district legal counsel. The FAC and superintendent will annually determine the FAC budget and staff time allocation.

#### C. Designated Election Official

Product: The job products of this liaison are: (1) to conduct the regular biennial election of the Board of Education and District by performing the duties required by law or agreed to through intergovernmental agreement with counties served by the District, (2) to act as the primary liaison between the District and the Clerk and Recorder for each county, (3) to provide all necessary information to candidates and individuals interested in running for the board, and (4) other duties assigned by the Board.

Authority: The Designated Election Official may expend staff time at the Superintendent's discretion, and may expend amounts as annually budgeted by the Board.