

# **Banks School District**

Code: **IFF-AR**

Revised/Reviewed: 12/11/23

Adopted: 1/9/24

## **Community Curriculum Advisory Committee**

The purpose of the Community Curriculum Advisory Committee is advisory in nature. The committee's reports, findings, and recommendations are presented to the Board by minutes of meetings and oral presentations. The Board may or may not concur with the recommendations of the committee.

The committee is organized to address K-12 curriculum issues; however, there may be occasions when issues arise that are unique to certain grade levels. At that time, the committee may organize subcommittees to address a specific issue.

The function of the committee is to study topics as assigned by the Board and provide input, such as review new high school course proposals, review study team recommendations, and review textbook adoption recommendations and other programs being considered.

### **Membership**

#### Section 1 – Representation

The committee shall consist of community members and/or parents who reside in the District attendance area and shall include student representation, as appropriate. To be eligible for appointment, candidates must not be officers, agents or employees of the District. Board members shall appoint members to the committee at the September meeting, or as openings occur.

#### Section 2 – Term of Office

1. Members shall normally be appointed for a two-year term.
2. The terms will normally be September through June.
3. Representatives may serve as re-appointed by the Board.

#### Section 3 – Resignations

Members may resign their membership by notifying the executive secretary to the committee. (The executive secretary to the committee is the director of instruction or other district office staff).

#### Section 4 – Attendance

1. Any member who misses two meetings without notifying the committee chairperson or the executive secretary of the committee of the absence shall be dropped from membership.
2. Notification shall be made by the executive secretary to the committee to the appropriate Board member and Board chair so an immediate replacement can be made.

## **Officers**

### Section 1 – Elected Officers

The officers of this committee shall be a chairperson and vice-chairperson.

### Section 2 – Duties

The chairperson shall:

1. Preside at all meetings.
2. Appoint all subcommittees, with the approval of a simple majority of the committee members.
3. Supervise all functions of the committee.
4. Serve as ex-officio member of any subcommittee that might be created.

### Section 3 – Term of Office

The chairperson and the vice-chairperson of the committee shall be elected annually at the committee's first meeting of the school year by a majority of the committee. They shall serve for no more than two consecutive years in these positions.

### Section 4 – Executive Secretary

District office staff or designee shall serve as the executive secretary to the committee, and shall be responsible for the following:

1. Notifying the press of meetings;
2. Assisting with preparation of the agenda;
3. Sending timely notice of all meetings;
4. Securing necessary information and staff attendance when appropriate;
5. Taking and distributing committee minutes.

All meetings shall be open to the public as provided in the Oregon Public Meeting Law. Copies of the Public Meeting Law will be distributed with the first meeting notice each school year.

## **Meetings**

## Section 1 – Meeting Times

1. Regular meeting dates and times for the committee shall be established by the membership.
2. Special meetings may be called by the chairperson or the executive secretary if deemed necessary.

## Section 2 – Meeting Notices

1. Notices of all meetings shall be sent in writing to each member not fewer than 5 days, nor more than 10 days before the date of the meeting.
2. All notices of special meetings shall state the purpose of the meeting.
3. Meeting notices will be published in the District’s newspaper of record, as required by law.

## Section 3 – Quorum

1. A quorum shall consist of a simple majority of the then seated members.
2. A quorum is required to forward a recommendation to the Board.

## Section 4 – Meeting Place

The committee will hold all regular and special meetings in a public place.

## **Subcommittees**

1. Subcommittees may be appointed to carry out any task or responsibility designated by the committee, after a majority vote of the committee.
2. The tasks of any subcommittee shall be adopted by a majority of the committee in the form of a written resolution entered into the minutes of the committee meeting.

## **Amendments**

1. The charge of this committee may be amended or revised by the Board.
2. The revised charge shall be given to all committee members at least two weeks prior to the Board meeting when action is contemplated.

## **Effective Date**

Committee members will review the Community Curriculum Advisory Committee IFF-AR at the first regularly scheduled meeting. These expectations will take effect at the first regularly scheduled committee meeting following their review by the Board. Any proposed changes to IFF-AR require review by the Board.