

D1 - April 28, 2015

School Community Advisory Committee Guidelines and Protocol

Committee Makeup

- Open to all interested parties.

Leadership Structure

- Semi-informal.
- Facilitation model
- Rotating Minute taker/timer position. Committee members will receive a draft copy within 7 days.

Meeting Requirements

- All members will be open, honest and respectful in their discussions
- Civil and productive
- Safe place - no reprisals or intimidation for discussions held here
- One person talking at a time so all can hear
- Agenda of meetings will be posted 7 days prior to the meeting
- Draft meeting minutes will be sent to the committee for review and action item reminders no later than 7 days after the meeting
- Use of parking lot to capture important items
- The decision process will be a majority of people in attendance (minimum of 10). Any recommendations to the Board will include the number of attendees and the voting percentage of the item. The SCAC will revisit this determination in two months.