

## Committees

Educational program advisory ad hoc committees may be organized to make recommendations to the school staff and board. Such committees usually include representative citizens from the district selected by the board or school staff from lists of volunteers and staff representatives who act as consultants and research personnel.

Procedures for the conduct of the committee meetings and time schedules and other matters relating to the process by which the committee will work towards the achievement of its assignment are usually determined at the organization meeting of the committee.

Advisory committees in the state vocational approved programs are mandatory.

Board members may serve on district or building committees. When serving on committees, board members act as a liaison sharing information on behalf of the committee to the board and vice versa.

In no case will a board member serving on said committee either suggest action or make any representation which may have the effect of committing the full board, either expressly or implied, to any line of action.

Committees of the board may be created by a majority of the board. No more than two board members will serve on any board appointed committee. The board president will appoint board members to serve on such committees, the purpose of which will be determined by a majority vote of the board. Board committee terms are one year unless otherwise noted.

The following committees of the board were approved by the board on January 8, 2026. An overview describing the purpose of each board committee is outlined below.

- **Finance Committee-**
  - Meets with director of finance and superintendent for financial monitoring and budget development.
  - Receipt and review of AP/Payroll warrants twice per month.
  - Keeps full board informed of any finance-related items of importance.
  - Meeting schedule determined by committee in correlation with budget timelines and as needed.
- **Teaching and Learning Committee-**
  - Meets with director of teaching & learning regarding the district's academic program (curriculum, instruction, & assessment).
  - Keeps full board informed of timelines related to curriculum adoptions and implementation.
  - Meetings are arranged as needed.

- **Evaluation Committee-**
  - Discuss performance of superintendent towards progress of goals related to strategic plan, and the management & leadership of the district.
  - Finalizes process to receive input from full board for yearly evaluation.
  - Completes and shares final written evaluation with superintendent.
  - Meeting schedule determined by committee in correlation with contract deadlines and as needed.
- **Facilities Committee-**
  - Meets with superintendent with focus on planning for growth which includes considerations for facilities, technology, infrastructure, and bond & levy preparation.
  - Keeps full board informed of details and timelines related to capital projects.
  - Meeting dates and times arranged as needed.
- **Legislative Committee-**
  - Work focuses on tracking proposed school legislation and relaying impactful information to the full board.
  - Establish relationships with elected representatives and prepare communications to send to legislators.
  - Attendance at WSSDA's General Assembly to represent full board in an effort to convey local views and concerns.
  - Meetings are arranged as needed.

Cross Reference: Policy 4110

Citizen's Advisory Committees

Legal Reference: RCW 28A.320.040

Directors – Bylaws for board  
and school government

Classification: Discretionary

Adoption Date: January 16, 1984

Revised: April 22, 1999

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