

PROPOSED NEW POLICY AMENDMENT TO EXISTING SCHOOL BOARD POLICIES (SERIES 100). [Section designations TBD]

Guidelines for Non-Board Members Serving on Board Committees

Introduction. The Board depends heavily on volunteer efforts and expertise. One way to spread the work of board governance is to engage non-board members from the school or broader community to assist the board in carrying out its duties. Such non-board members ("NBM") help with load-sharing by participating in regular or ad hoc board committees. For example, a board's finance committee may be well served by including financial experts who are not regular board members. The following are general NBM practices that apply to PCCS.

NBM Orientation, Policy Familiarity, and Commitment. NBMs should be informed of and annually commit in writing to support (1) the school mission and values; (2) the NBM's respective committee and job description; (3) board policies, at least those related to the NBM's and respective committee role; (4) the board's Conflict of Interest Policy; and (5) applicable confidentiality, public records, and open meeting laws. A school board should provide initial and periodic training for NBMs, especially newly-appointed ones.

NBM Access and Engagement Restrictions. Boards must be careful not to violate any laws because of NBM participation. This concern applies particularly to protecting legally-established confidentiality laws regarding school employees, students, and school threat records and plans. Except as approved in writing by the Board or Board President, NBMs may not

- have access to legally-protected confidential records, information, and related deliberations (e.g., personnel and student records; collections of survey data related to personnel evaluations; personnel reviews, disciplinary action, and related decisions).
- not speak publicly on behalf of their respective committee or the school board, or represent the school on legal matters.
- lead or chair any committee.
- exercise any supervisory or disciplinary role or influence regarding students or employees.
- be guaranteed a specific term of service (i.e., an NBM may be removed at the board's will, by full board action, executive committee action, an act of the president, or the chairperson of the committee, in conjunction with an officer of the board).
- act contrary to the intent of the board or any of its committees as determined by the board, the executive committee, the board president, or the chairman of the committee on which the NBM serves, in coordination with and approval by the board president.
- act outside of the scope of goals or duties established by the respective committee chairperson or the board president.