



**WILLIAMSBURG-JAMES CITY COUNTY
PUBLIC SCHOOLS**

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APPLICATION FOR SCHOOL BOARD COMMITTEES

2005-2006

The Williamsburg-James City County School Board annually appoints individuals to a number of advisory committees. If you are interested in being considered for one of these committees, please fill out this form and **return it to Janet Cerza**, Williamsburg-James City County Public Schools, P. O. Box 8783, Williamsburg, VA 23187-8783, **by August 1.**

School Board Advisory Committees

- _____ Affirmative Action Advisory Committee
- _____ Gifted Advisory Committee
- _____ School Health Advisory Committee (combined Family Life and School Health Advisory Committees)
- _____ Special Education Advisory Committee
- _____ Career & Technical Education Advisory Committee

Name: _____

Home Address: _____

Do you live in the City? _____ or County? _____ Voting precinct: _____

Home Phone: _____ Work Phone: _____

Business Name & Address: _____

Would you prefer a committee that meets during the day? _____ or at night?

Section B: School Board Governance and Operations

Subject: Advisory Committees to the Board

1. ESTABLISHMENT OF COMMITTEES

Committees may be established by action of the School Board as deemed necessary or as mandated by law. Such committees may be permanent or ad hoc and are subject to the Freedom of Information Act. The composition and duration of advisory or ad hoc committees shall be determined by the Board in accordance with any applicable state or federal regulations. At the time such committees are established, the School Board shall address the following considerations:

- A. The purpose and responsibility of the committee.
- B. The scope and duration of the committee's operation.
- C. The committee membership, including appropriate community representation, number of members, and length of terms.
- D. The time and means of reporting the committee's finding and recommendations to the School Board.

It will be the policy of the School Board to advertise all committee vacancies in order to provide citizens an opportunity to express interest in serving on Board committees. The Superintendent or designee will review all applications and recommend individuals for appointment by the Board to serve on committees. Membership on committees shall be in accordance with State and Federal regulations and shall reflect whenever possible the diversity of the community.

Appointment to standing committees will be made by October of each year. Appointment shall be for a specific term and terms shall be set so as to provide for overlap of membership.

Committees shall be discharged when their assigned work is finished upon presentation of their final report as determined by the Board, or earlier than the specified completion date by a majority vote of the entire School Board.

Nothing in this policy shall preclude the Board from establishing other committees at their discretion to advise them on matters of interest.

2. AUTHORITY AND RESPONSIBILITY OF ADVISORY COMMITTEES

Committees may be created by the School Board to advise it on various aspects of the Division's programs and operations. Advisory committees appointed by the School Board shall not have any of the powers and duties invested by law in the School Board, but shall act in an advisory capacity only. Unless otherwise provided by law, such committees shall have no role or authority except to advise the School Board.

Among other functions of review and advice, each citizen advisory committee shall participate in development of an annual report and recommendations for submission in writing to the School Board by the June School Board meeting. Brief oral summaries will also be presented at a School Board meeting.

3. CRITERIA FOR CITIZEN PARTICIPATION

Committee membership is limited to citizens of Williamsburg-James City County. When necessary, staff members employed by the School Division who do not reside in the community may be appointed to School Board committees. With the approval of the School Board, non-resident professionals who contribute specialized knowledge or expertise to a committee may be appointed to meet the specific needs of the committee.

Citizens must apply in writing for committee assignments.

Citizens may not participate on more than one standing committee per school year.

Committee chairs and/or co-chairs will be appointed by the School Board annually.

Regular attendance is required at committee meetings. Any appointee missing two or more meetings per year may be asked to resign by the School Board from the committee assignment.

At the discretion of the School Board, any committee vacancies that occur may or may not be filled in a given year.

Adopted:	Date of Manual Adoption
Revised:	October 17, 1989; August 18, 1992; March 6, 2001; December 3, 2002; August 17, 2004

LEGAL REFERENCES; Code of Virginia §22.1-86

Freedom of Information Act

CROSS REFERENCES: IGBA, Programs for Handicapped Students

IIAA, Textbook Selection and Adoption