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# School Director's Advisory Board Binder

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# **[School Name] Director's Advisory Board Binder**

Purpose  
Structure  
Responsibilities  
Meetings and Process

Appendix A

Board Meeting Records

## A. Purpose

Under [School Name]'s statewide benefit charter with the California Department of Education, each school is required to have an advisory board in order to provide a degree of meaningful local input into school operations. In addition, an advisory board can be a powerful asset that can offer objective advice, strategize decisions, make connections for the school, and more.

Unlike a governing board, an advisory board has no fiduciary responsibility and their advice is non-binding. The board's objectives will be to keep track of the big picture of the school, address issues of concern to the school and possibly develop plans to address these concerns. Even though ultimate responsibility for each school rests with the central [School Name] board and the advisory board has no formal fiduciary role, it was written into the charter that each school have an advisory board because it is important to promote voice at the local level and to provide a setting in each school for its constituencies' interests to be addressed.

## B. Structure

The Director of each school is responsible for assembling a five-member advisory board comprised of at least the following members:

- Director
- Teacher
- Parent
- Community member
- Community member

### *Identifying Board Members*

When filling board seats, the Director may use a number of different strategies. S/he could select members based on their experience, capacity, and interest in tackling broad school-wide issues and strategic planning; the Director could issue an open call to fill board seats and use an application or conversation preceding the Director's selection (and the potential member's self-selection); or, in the case of the parent and teacher members, they could be selected or voted onto the board by their peers (or the parent seat on the advisory board could be reserved for the president of the Parent Association).

Community members in particular should be invited based on their interest and capacity to provide support relating to the school's thematic focus. They should contribute diverse skills, expertise and experience. It is also important to have members who will have the time to give thoughtful advice or are well connected and willing to make introductions for the school. Possible community members could include an executive at a company that partners with the school or a researcher/professor in a field aligned with the school's theme and curriculum.

### *Assembling the Advisory Board*

Once a group of possible board members is identified, the Director will reach out to invite them to participate. For some, this may be a simple and informal act. Depending on who the potential members are and what their association with the school is, the contact with the community members may be more formal. Please see Appendix A for an example of a formal invitation.

\*The Director should have a final list of members and bios by October 1.

### *Bios*

A bio (resumes or prose summaries) should be collected for each advisory board member and kept in the Board Meeting Records section of the advisory board binder at the school, with an additional copy forwarded to Veronica Alvarez for [School Name] to keep for its' own records.

### *Preparing Advisory Board Members*

While there will not be a specific and formal training of the advisory board members, the Director can prepare them (during and after the person has accepted) by communicating the board's purpose and the roles and expectations of its participants. The Director should also explain to potential members, especially the parent that, while an issue that may be of particular interest to her/him as an individual is not barred from board discussions, s/he is there to represent the interests of all other people similarly situated.

### *Compensation*

In this case, compensation will not be monetary, but advisory board members will likely benefit through exposure to ideas and perspectives, expanding their networks and providing them with a way of giving back to their community. Another way to show appreciation is to supply food at meetings.

### *Term*

Board members should serve for at least one year, and the Director can decide if it is in the best interests of the school to have all or some members continue for additional terms.

## C. Responsibilities

### *Roles*

The board, with only five members, does not need officers. However, there are a few basic roles that ensure that meetings are announced, conducted, and recorded properly.

The **Director** is responsible for the following tasks:

- Create each meeting's agenda and provide an opportunity for any board member to place an item on the agenda.
- Serve as the **chair** of each meeting and should facilitate the discussion, keep the meeting focused on the agenda topics, and ensure that the meeting begins and ends on time.

The **scribe** (recommended to be the teacher) is responsible for meeting preparations like:

- Posting the agenda in a visible location, in a timely fashion (see below on posting the agenda).
- Making copies of agendas and exhibits or other documents to be reviewed at the meeting.
- Taking minutes.
- After each meeting, the scribe is responsible for filing TWO complete copies of the agenda, approved minutes, and other exhibits and documents from each meeting. One copy goes in this Advisory Board Binder to be kept at the school and the other copy should be placed on file with Veronica Alvarez for [School Name] to keep for its' own records.

### *Decisions*

The board is responsible for discussing issues of concern in the school and strategic planning for school improvement.

At each meeting, the board must approve the previous meeting's minutes.

In addition, each year, the **advisory board must approve the use of Title I funds at the school**. Each year, around the time that budgets are approved, the board will vote to approve the school's use of Title I funds. In addition, the school needs to develop a Title I parent involvement policy in conjunction with the parent member(s). At least one parent, one teacher, and the Director must be present to vote on the use of Title I funds at the meeting. See Appendix A for more details on Title I funds and the parental involvement policy.

### D. Meetings and Process

#### *Scheduling and Duration*

Meetings are held four times each year (October, December, February, and May). The Director can select a particular day of the week on which the meeting is always held or the next meeting can be decided at the end of each meeting. The suggested time for each meeting is between 1-2 hours.

In between meetings, issues may arise and it may not be possible to gather the entire group together. In this case, it is fine to email, meet, or have conference calls with specific members about topics relevant to their expertise as needed. Directors may also want to send out periodic updates to advisory board members. As advisors to the school, they should keep up to date with what is happening even if their advice is not needed.

#### *Posting of Agenda*

The agenda should be posted in multiple locations at least 72 hours before the meeting so that the general public can see it. Possible spaces for this posting are in the copy room, by the front desk, and in the hallway.

#### *Location*

All meetings are open to the public, which means that the meeting must be held in a space that accommodates more than five people (in general, additional people will not

attend, but there should be a larger backup space if significantly more people decide to attend). The location, date and time of the meeting and should be included on the posted agenda.

### *Agendas*

Each agenda should have certain common items:

- Date, time and place
- Approval of previous week's minutes
- Comments from the public
- Program update (presented by the Director, teacher or other member who has updates)

It is recommended that at each meeting one member (often the Director) should prepare a summary/presentation on some topic, which could be topics from staff meeting discussions, proposals, or ideas/concerns for feedback. This presentation educates and engages the other board members.

The Director can also focus meetings on one issue facing the school. Once the discussion topic is chosen, the Director can gather the materials that the advisory board members will need such as charts, graphs and fact sheets illustrating the background of the discussion topic. If possible, members should be sent a copy of these documents, along with the agenda, in advance of the meeting.

At the closing of each meeting, members can agree to the date, time and location of the next meeting.

Please see sample in Appendix A.

### *Minutes*

Minutes should record:

- Date, time and location
- Roster of the members in attendance
- Summaries of the agenda discussions
- Actions to be taken (including what will be done before the next meeting, and items to be on the next agenda)
- Date, time and location of next meeting

The only formatting difference between the agenda and the minutes is that everything in the minutes is justified to the left, whereas the agenda heading is oriented in the center. To save time and maintain accuracy, the scribe may want to type the minutes of a meeting into an electronic copy of that meeting's agenda so that all items are ready to be filled in.

Please see sample in Appendix A.

*Formality/Informality of Meetings*

Meetings are not governed by any formal procedures, but they should proceed through the agenda, and it is important that accurate minutes are recorded and preserved. However, members will look to the Director to set a positive, professional and productive tone. Advisory board meetings should be framed as an opportunity to check in on the progress and issues of the school to facilitate discussion and problem-solving. Enjoy it!

# **Appendix A**

Sample Invitation  
Sample Meeting Agenda  
Sample Meeting Minutes  
Agenda Template  
Minutes Template

**ADVISORY BOARD  
REGULAR MEETING  
[School Name] International  
AGENDA**

DATE:

TIME:

PLACE: [Address, Room]

Members present:

Members absent:

Staff present:

1.0 CALL TO ORDER at [time]

2.0 COMMENTS FROM THE PUBLIC

2.1 This time has been set-aside for members of the public to address the Board on matters not listed on the Agenda.

2.1.1 Discussion:

2.2 Individual Board members may wish to make announcements at this time.

2.2.1 Discussion:

3.0 INFORMATION ITEMS

3.1 Program Report, Director

3.1.1 Discussion:

4.0 CONSENT

4.1 Approval of minutes from the [last meeting date] Advisory Board Meeting ([Exhibit location])

4.1.1 Discussion:

5.0 ADJOURNMENT

Respectfully submitted by: \_\_\_\_\_, [name], Advisory Board Scribe.



## Approval of Title I Funds

A requirement of Title I funds is that parents of students benefiting from the use of these funds are involved in the process of deciding how the funds will be allocated.

Most schools use Title I funds for transportation and tutoring.

## Title I Parent Involvement

Each LEA [school] shall develop jointly with, agree on with, and distribute to parents of Title I participating children, a written Title I parent involvement policy.

The policy describes how the LEA will:

- Involve parents in the joint development of the local plan
- Help schools to plan and implement effective parent involvement activities to improve student academic achievement and school performance
- Build the schools' and parents' capacity for strong parental involvement
- Coordinate and integrate parental involvement strategies
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy and use the findings of the evaluation to design more effective parental and involvement; and
- Involve parents in the activities of Title I schools

# **Advisory Board Meeting Records**

Advisory Board Member Biographies  
Agendas  
Meeting Exhibits  
Approved Minutes

## Sample Advisory Board Invitation Letter/Email

(Prospective Board Member's Name and Address)

(Date)

Dear (Prospective Board Member's Name):

**(Introduction - short and direct)**

I'm pleased to invite you to become a member of the [School Name] (school name) Advisory Board for 2007-08.

**(Pitch - What are the benefits to this advisory board member? Customize this section of the business invitation letter for the particular person you're inviting)**

[School Name] is an innovative school that combats the twin problems of student disengagement and low academic achievement by creating personalized, project-based learning environments where all students are known well and challenged to meet high expectations. Being a member of [School Name] (school name's) Advisory Board provides you with a unique opportunity to:

- Contribute to the success of the school
- Make a positive impact on public education
- Serve your community
- Expand your network and meet people with similar interests

[School Name] (school name) is a dynamic organization and needs the support and input of people with your experience and insight.

**(Advisory board's mandate and focus - What are the advisory board's goals?)**

The main purpose of the [School Name] (school name) Advisory Board is to keep track of the big picture of the school, address issues of concern and possibly develop strategies to address these concerns. It is important to promote voice at the local level and to provide a setting in each school for its constituencies' interests to be addressed.

**(Details - What are the responsibilities of board members?)**

Advisory board meetings will be held quarterly- usually in September, November, February, and May. Each meeting will be about two hours in duration.

**(Close and thank you)**

Thank you for taking the time to read this email and consider being a part of the [School Name] International Advisory Board. As you consider this invitation, I am available to discuss any questions you may have. You can reach me by phone at (phone number) or via email at (email address).

Sincerely,

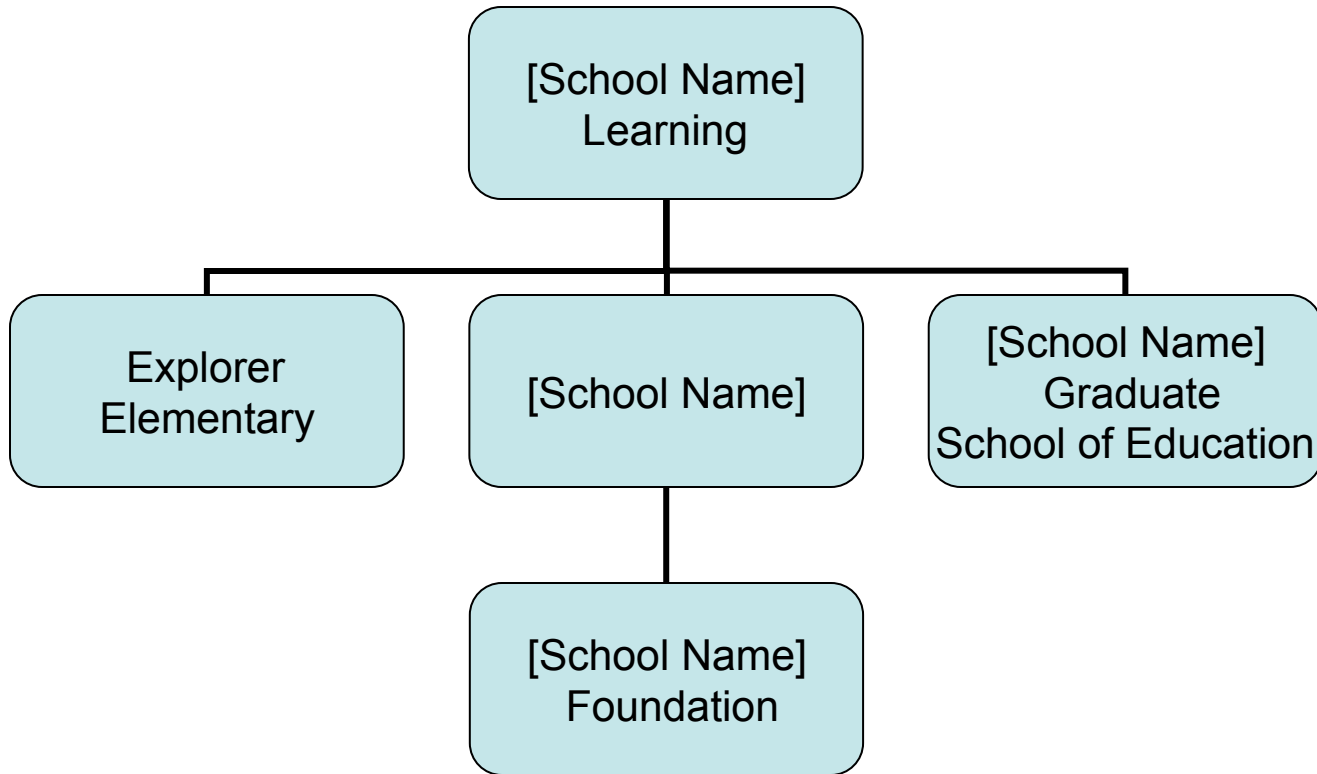
(Your signature)

Name

Director, [School Name] (school name)

# [School Name]

## Formal Governance Structure



# [School Name] Advisory Board Structure

