STRATEGIC PLAN COMMITTEE

C H A R T E R

March 9, 2020
Article I: Establishment

Section One. Authority. The Superintendent establishes the Strategic Plan Advisory Committee (SPAC) under provisions of policy BDF(Local), which specifically relate to standards for all district advisory committees.

Section Two. Limitations. The SPAC shall be an ad hoc advisory body of the district, and in this advisory capacity shall provide findings and recommendations to the administration for consideration and any action. The SPAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Charter. In accordance with policy BDF(Local), it shall be the responsibility of the Coordinator of District Advisory Bodies, in consultation with the Steering Committee, to develop and amend the SPAC charter. The SPAC shall abide by the charter.

Article II: Charge

Section One. Purpose. Based on priorities from the Board, and direction from the Superintendent and Strategic Plan Steering Committee, the SPAC shall develop a focused number of proposed strategies to inform the subsequent development of more detailed action steps by the administration.

Section Two. Responsibilities. The SPAC shall provide its findings and proposed strategies to the Steering Committee, which shall have opportunity to review the strategies and provide final recommendations to the Superintendent, who shall have final approval of strategies.

Article III: Steering Committee and SPAC Coordinators

Section One. Steering Committee. The Superintendent shall form a steering committee of senior staff to provide oversight of and direction to the overall strategic planning process.

Section One. SPAC Coordinators. The Superintendent shall designate appropriate staff, and a strategic planning consultant selected by the district, to serve as SPAC coordinators. The coordinators shall regularly communicate with the Steering Committee, the administration, and subcommittee chairs, and provide support to the SPAC and its subcommittees.

Article IV: Subcommittees

Section One. Structure. In consultation with the Steering Committee, the SPAC coordinators shall form a subcommittee for each strategic priority of the Board. With input from the Steering Committee, the coordinators shall designate co-chairs and members for each subcommittee.

Section Two. Role. Each subcommittee shall concentrate on its assigned Board priority, but may also need to consider overlapping issues and concerns. Subcommittees may seek input directly from impacted stakeholders through activities such as conducting focus group discussions. Each subcommittee shall develop proposed strategies for review by the Steering Committee.

Section Three. Subcommittee Chairs. Co-chairs shall serve as facilitators for the deliberations of their subcommittees.
Article V: Meetings

Section One. SPAC Plenary Meetings. The SPAC coordinators shall schedule any plenary meetings of the SPAC and establish the agendas.

Section Two. Subcommittee Meetings. Subcommittee co-chairs shall consult with their members to schedule meeting dates, times, and locations. Each subcommittee shall conduct meetings to:
- Review pertinent data and information, and assess critical needs
- Brainstorm ideas for possible strategies
- Narrow down to a focused number of proposed strategies

Section Three. Open Meetings. Any plenary meetings of the SPAC shall be open to the public, and the coordinators shall ensure that opportunities for public comment are provided. Subcommittee meetings are not required to be open to the public.

Section Four. Posting of Agendas. Agendas for plenary SPAC meetings shall be posted at least 72 hours in advance online and at district headquarters. Agendas for subcommittee meetings do not require posting.

Section Five. Meeting Minutes. The coordinators shall ensure that summary minutes of SPAC plenary meetings are prepared and placed online. Minutes are not required for subcommittee meetings.

Article VI: Membership

Section One. Selection. The SPAC coordinators, with the input of the Steering Committee, shall form the memberships of the subcommittees. The coordinators may also seek assistance from subcommittee co-chairs in forming the subcommittees. The combined memberships of the subcommittees shall constitute the membership of the SPAC.

Section Two. Structure. The SPAC membership shall provide a balance of representation among various stakeholders and interests, and shall strive to reflect the diversity of the community.

Section Three. Attendance. Reasonably regular attendance by members is expected, and is important to representativeness, thorough discussion, and decision-making.

Article VII: Member Code

Section One. Conflict of Interest. Conflicts of interest shall include, but are not necessarily limited to, the following:
- Having a financial interest in any discussions or recommendations of the committee.
- Involvement in any litigation or procedural challenges against the district.

Any cases or possible cases of conflict of interest shall be referred to the Coordinator of District Advisory Bodies for appropriate action. If a member is determined to have a conflict of interest, appropriate action may include:
- Required recusal from a particular agenda item or items.
- Required recusal from a particular meeting or meetings.
- Removal from the committee.
Section Two. Conduct. The district welcomes freedom of expression and debate. However, members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and Trustees, and members of other district advisory committees. In meetings, members must be recognized by the presiding chair before speaking, and otherwise respect the order maintained by the presiding chair. Unless otherwise authorized by the SPAC coordinators, members shall not speak for the SPAC or the district. Members, by their comments and/or actions, shall not reflect badly on the SPAC. Violation of this section may result in reprimand or dismissal by the Coordinator of District Advisory Bodies.

Section Three. Undue Advantage. Members shall not use their position on the SPAC to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this section may result in reprimand or dismissal by the Coordinator of District Advisory Bodies. (As examples, it would be considered an undue advantage if a person included his or her membership on the SPAC in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; however it would not be considered an undue advantage for a person to include SPAC membership on his or her resume.)