



**INNOVATION DISTRICT
ADVISORY COMMITTEE**

C H A R T E R

Article I: Establishment

Section One. Authority. The Board of Trustees establishes the Innovation District Advisory Committee (IDAC) under provisions of Chapter 12A of the Texas Education Code, and under provisions of Chapter 102 of the Texas Administrative Code, which specifically relate to Innovation Districts. The Board also establishes the IDAC under provisions of policy BDF(Local), which specifically relate to standards for all district advisory committees.

Section Two. Limitations. The IDAC shall be an ad hoc advisory body of the district, and shall serve to provide guidance and counsel to the Board and the Administration. The IDAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Role of the Superintendent. The Superintendent shall oversee the formation and operations of the IDAC. The Superintendent shall ensure that all statutory and regulatory requirements are met. The Superintendent shall keep the Board informed of the work of the IDAC.

Section Four. Staff Support. The Superintendent shall designate two campus principals to serve as IDAC Facilitators. The Facilitators shall arrange and conduct IDAC meetings, and represent the IDAC as appropriate. The Superintendent may also designate other staff to serve as technical advisors to the IDAC.

Section Five. Charter. In accordance with policy BDF(Local), it shall be the responsibility of the Coordinator of District Advisory Bodies, in consultation with appropriate staff, to develop and amend the IDAC Charter.

Article II: Charge and Responsibilities

Section One. Charge. The IDAC is charged with providing input to the Administration on an Innovation District Plan.

Section Two. Responsibilities. In carrying out its charge, the IDAC shall:

- a. Abide by the IDAC Charter.
- b. Understand the statutory and regulatory requirements related to Innovation Districts.
- c. Understand the rationale of the district in seeking an Innovation District designation.
- d. Carefully consider the input of the Board, Administration, and various stakeholders within the community.

Article III: Meetings

Section One. Regular Meetings. The IDAC Facilitators shall set the regular meeting schedule for the IDAC and establish the agendas. A quorum shall be the majority of the current membership. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no formal action may take place without a quorum. In conducting regular meetings, the Facilitators shall preside and employ basic parliamentary procedure.

Section Two. Subcommittees and Work Groups. As necessary or appropriate, the Facilitators may form IDAC subcommittees or work groups. Subcommittees or work groups shall not constitute a quorum of the IDAC; as such, no formal action of the IDAC may be taken in subcommittee or work group meetings. Any findings or recommendations of subcommittees or work groups shall be reported to the IDAC.

Section Three. Open Meetings. All regular meetings of the IDAC shall be open to the public, and the Facilitators shall ensure that district guidelines for citizen communications and visitors are followed (refer to: <https://www.austinisd.org/advisory-bodies>). Subcommittee or work group meetings are not required to be open to the public.

Section Four. Posting of Agendas. Agendas for regular meetings shall be posted at least 72 hours in advance on the IDAC website and at the Carruth Administration Center. Agendas for subcommittee or work group meetings do not require posting.

Section Five. Meeting Minutes. The Facilitators shall ensure that summary minutes of regular meetings are prepared and placed on the IDAC website. The IDAC shall approve the minutes of regular meetings. Minutes are not required for subcommittee or work group meetings.

Article IV: Membership

Section One. Selection. Within a prescribed period of time, Trustees may name persons to serve on the IDAC. The Board shall enable the Superintendent to select the remainder of the IDAC membership.

Section Two. Structure. The IDAC membership shall be geographically and ethnically diverse, and provide a balance of representation among various stakeholders and interests. The IDAC membership shall include the following:

- Parents
- Students
- Community members
- Business representatives
- Campus principals, teachers, and support staff
- Central administrators and support staff

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

Section Four. Conduct. Members are expected to conduct themselves with courtesy at all times. Members shall respect the role of the Facilitators to conduct meetings in an orderly manner. Members shall not use their position on the IDAC to gain or attempt to gain an undue advantage for themselves or anyone else. Members shall recuse themselves from any discussion on matters that may present a conflict of interest. Members shall not speak on behalf the IDAC unless specifically authorized by the Facilitators.