

COMMUNITY ADVISORY COMMITTEE (CAC) PROCEDURES

The School District 308 Board of Education believes in the active involvement and participation of the communities served by the school district. The Board has formed the Community Advisory Committee (CAC) for the purpose of seeking advice and providing widespread involvement in issues affecting the school district. As the school district grows and changes, this advisory committee allows the Board to increase involvement and receive input from patrons on key issues of the school district.

By using this committee structure, the Board is able to conduct its business in an efficient and effective manner and study more in depth issues facing the district. The committee structure is designed to assist the Board in conducting Board business; it is not intended to take away a Board member's opportunity to ask questions or to be involved in the decision-making process.

CAC Appointment Process

The CAC shall have between 20 and 40 members who will be appointed by the Board prior to or at the beginning of the school year. Every attempt will be made to have the CAC reflect the diversity of the District.

Members shall serve a two-year term. Three terms, or a total of six years, is the maximum any member may serve on the CAC.

The application process typically occurs every other year during the summer.

Community members may be appointed to serve as members on the CAC as outlined in Board policy. Such appointments shall be made, in order, as follows:

- by encouraging volunteers who reflect the diverse student population
- by seeking volunteers and making appointments based on citizen interest
- by direct appointment of the Board President and approved by the Board

Members from the 2021-22 Board advisory committees (equity; finance and facilities; policies; and teaching and learning) will have the first priority to become members of the CAC for the 22-23 school year.

District staff members may be appointed to serve as members of the CAC. Such appointments shall be made by seeking volunteers and making appointments based on staff member interest.

CAC Operating Procedures

The Superintendent shall establish the meeting place and times for the CAC meetings; determine the frequency with which the CAC meets (monthly, bi-monthly, quarterly,

etc.); and establish a calendar of advisory committee meetings for the school year. Additional meetings will be scheduled by the Superintendent as necessary.

CAC meetings shall be limited in length to two (2) or fewer hours.

The Superintendent or his designee shall establish meeting agendas for each CAC meeting.

District Administration Center administrators and other district staff, as appropriate, will be requested to provide necessary support resources.

CAC meetings shall comply with the Open Meetings Act and be conducted in accordance with *Robert's Rules of Order (Revised)*.

Any Board member, staff member or citizen may attend a CAC meeting and may speak to any item on the agenda during public comment. Each speaker may address the CAC for three (3) minutes, and the overall time for public comment will be limited to thirty (30) minutes unless extended by the Superintendent.

All CAC meetings are considered meetings held in the public. Public notice shall be given for all CAC meetings in accordance with the Illinois Open Meetings Act and Board policy.

Minutes shall be kept of all CAC meetings. The minutes, once approved, shall be distributed to all Board members in order to keep the full Board informed of matters discussed at CAC meetings. CAC meeting minutes shall also be made available for inspection by the public in accordance with the Illinois Open Meetings Act and the Board's policy on access to public records.

CAC meeting updates will be included as part of the Superintendent's report at regular Board meetings.

Other Considerations of Advisory Committees

It is expected that CAC members will attend at least 75% of the meetings to which they have been appointed. Each member is responsible for notifying the Superintendent's office at 630.636.3084 or by email at ustuder@sd308.org if the member will be absent from a meeting. A CAC member who is absent more than 25% of the meetings shall receive written notice from the Superintendent that the member has been removed from the committee.

*Board Approved: