

District Review Committee

The Board believes and is committed to staff involvement in the decision-making process. To insure all staff is involved in the development of personnel policies and regulations, the Board has charged the Superintendent with the responsibility of drafting regulations governing the staffs' role in advising the Superintendent on personnel policies development.

The District Review Committee (DRC) shall make every effort to open channels of communication with the staff and to promote to the greatest extent possible staff notification of recommended changes in personnel policies, regulations and procedures.

To assist the DRC in carrying out its responsibilities, the following regulations are to be adhered to in the organization of the Committee.

NAME

The name of this Committee shall be the Archuleta School District 50 JT District Review Committee.

PURPOSE

The purpose of the Archuleta School District 50 JT District Review Committee (DRC) shall be to act as an advisory committee to the Board of Education concerning the personnel policies and regulations that are made by the Board, the administration, teachers, and others that affect the quality of education in the district.

MEMBERSHIP

- 1 - Classified representative for the middle school and the administration building.
- 1 - Classified representative for the elementary school
- 1 - Classified representative for the high school
- 1 - Maintenance and Transportation representative
- 1 - Licensed representative for each campus
- 1 - Administrator
- 1 - Board member – shall serve as a non-voting ex-officio member of the committee
- The Superintendent shall serve as a non-voting ex-officio member of the committee

The members of this Committee shall be nominated and elected by the group they represent. Nomination and election of DRC members shall take place no later than two weeks after the start of each school year. The principal of each building and the transportation director shall be responsible for certifying and forwarding the results of

the election to the Superintendent. In the event no nominations are made by a represented group, the principal/supervisor shall have the authority to appoint a representative for the group. DRC members shall serve basic term of one year, and shall be surveyed by the building principal/supervisor each spring as to their willingness to serve one additional one-year term.

The Superintendent shall call an organizational meeting no later than one month after the start of the school year.

Any membership seat absent for three consecutive meetings shall be declared vacant by the Committee chairperson. A request shall be made by the Committee chairperson of the respective group to elect a new member to occupy the vacated seat for the remainder of the one-year term.

REPRESENTATION

Each representative shall report the actions of the DRC to the group in which they represent and are required to solicit input from staff members.

The classified staff representative of each campus shall represent all secretaries, paraprofessionals, custodians and other categories of classified staff who are assigned to the building.

The licensed teacher representative of each building shall represent all teachers, librarians, counselors, and other categories of licensed staff that are assigned to the building.

The maintenance and transportation representative shall represent all bus drivers, mechanics, dispatchers and other categories of classified staff that are assigned to the Maintenance and Transportation Department.

The licensed administrative representative shall represent all principals and any other licensed administrators in the District.

The Board member shall represent the position of the Board on the Committee.

The Superintendent shall advise and serve as a resource to the Committee.

OFFICERS

- A. At the first regular meeting of each school year, officers of the committee shall be elected from the committee membership by a majority of the committee members present.
- B. Officers shall hold office for a one-year period but may be reelected to consecutive terms.
- C. Officers shall consist of one chairperson, one vice-chairperson and a secretary.

- D. Duties of the chairperson
 - a. Draft the DRC meeting agenda in cooperation with the Superintendent
 - b. Preside over all meetings of the Committee.
 - c. Report directly to the Board of Education regarding DRC recommendations and resolutions pertaining to personnel policies, regulations and procedures.
 - d. Assume other responsibilities normally associated with the presiding officer's position.
- E. The Vice-chairperson will preside at meetings when the chairperson is absent.
- F. The duties of the secretary will be to see that a written record is made of each meeting of the Committee and to preside over any meeting at which the chairperson and vice-chairperson are absent.

MEETINGS

- A. The DRC shall meet as needed, not to exceed once a month, at a time and place decided by the committee and at the preceding meeting or by the chairperson as long as seven (7) day advanced notice shall be given. Advance notice shall be given by public means in order to allow public attendance. Meetings may be held at any location within the boundaries of Archuleta School District 50 JT
- B. All meetings shall be open to the public but may be limited to discussion by committee members only.
- C. Meetings will be limited to two hours except when there is a two-thirds vote by the Committee to extend the meeting.
- D. Meetings may be informal but when in need Robert's Rules of Order will prevail and the chairperson may invoke said rules as necessary to conduct an orderly meeting.

MINUTES

Minutes of the meeting shall be recorded by the secretary of the DRC. Copies of the minutes shall be posted at each building and made available on Google Docs. Minutes shall be recorded in the form as outlined in Board Policy BEDG. Within three days of the meeting, the secretary shall submit an official copy of the minutes to the Superintendent for public inspection.

OTHER COMMITTEES

Other committees as established by the administration may from time to time be required to report to the DRC when and if the DRC chair requests the committee to provide such a report. Once an administrative committee has been appointed, it may only be disbanded after the Superintendent advises and consults with the DRC.

Current Other Committees with personnel policy and regulation responsibility are as follows:

- Salary Committee
- Calendar Committee
- Insurance Committee

With the appointment of each committee, the Superintendent shall make every effort to provide broad representation of the staff in the composition of the appointment. In most cases, committee members shall be appointed based upon the recommendation of principals and/or supervisors. The DRC may only require committees that carry out the charge of the DRC under Board Policy BDFE to report to the DRC.

QUORUM

A majority of the whole DRC shall constitute a quorum and a quorum shall be necessary at all regular meetings to conduct business.

RECOMMENDATIONS

All recommendations made to the Archuleta School District 50 JT Board of Education shall be made by a simple majority vote of the DRC members present and presented to the Board at any regular meetings or special meetings. Officers of the DRC in cooperation with the Superintendent shall be responsible for drafting all policy change explanation and submitting said recommendation to the Board Secretary in a timely matter for consideration by the Board of Education at its next regular meeting.

The DRC shall function within the organizational frameworks approved by the Board. However, the final responsibility for all decisions, rest with the Board of Education. Therefore, only the Board shall have the authority to dissolve committees it has created under Board policy.

Adopted: January 13, 2009
Amended: May 14, 2018
Reviewed: December 8, 2020