



MARYSVILLE SCHOOL DISTRICT POLICY ADVISORY COMMITTEE GUIDELINES

COMPOSITION:

The advisory committee will ideally be comprised of no more than 20 members broken down from the following constituencies, provided interested and qualified individuals apply from each group:

- 7 family/community members (from both Marysville and Tulalip)
- 1 individual from each union with active membership in the District
- 4 high school students (1 from each school)
- 8 administrators, teachers, or other staff members

SELECTION

Applications for the committee will be reviewed by a district committee composed of district leadership staff and General Counsel/Director of Legal and Risk Management, which will seek to establish a committee that reflects the diversity and diversity of perspectives within the Marysville and Tulalip communities. In service of this, interpretation and translation services will be provided for any committee member who requires access to information in a language other than English. Individuals may also request any needed accommodation(s) for qualified disabilities if needed to participate.

MEETING DATES

The policy review committee will meet quarterly at the Marysville School District Service Center or via a virtual meeting option, to be determined by the responsible District staff. Specific meeting dates and times will be set once the committee members have been selected. Each meeting will last for no more than 60 minutes. The District's General Counsel will serve as the chair of the committee meeting and create an agenda for each meeting.

The first meeting of the policy review committee will be an information session called Policy 101. This will be an opportunity to introduce the committee members to the processes in which the committee will engage and to familiarize members with the structure, content, and other key elements of the policies that will be reviewed throughout the year.

TYPES OF POLICIES AND ROLE OF THE REVIEW COMMITTEE

Most policies under consideration by local school boards come to the board via a recommendation of the Washington State School Directors Association (WSSDA). There are three types of policies that may come before the committee for review.

- **Type 1: Essential Policies - Essential** policies are those either required as part of state law or those in which a specific program requires a policy in order to receive special funding. The policy advisory committee's role as it relates to "essential" policies is

primarily informational, as these policies generally are to be adopted “as is” to keep the district in compliance with state law.

- **Type 2: Encouraged Policies** - While not required by law, “Encouraged Policies” are intended to reflect the spirit of existing state or federal law, thus protecting districts from potential litigation. Other policies described as “encouraged” are those policies with the potential to benefit the health, safety, and/or welfare of students, employees, directors, and/or the local community. The policy advisory committee’s role as it relates to “encouraged” policies will be to ask questions to understand the background on the relevant laws or compelling state/district interests being served by the policies and to generate questions/feedback for the board.
- **Type 3: Discretionary policies** - Discretionary policies address an action likely deemed important by the boards due to special circumstances of the board or a special initiative or related district program. They may be designed to communicate a district philosophy that a board may want to promote to employees and/or the community. The policy advisory committee’s role as it relates to discretionary policies would likely include background on the motivation of the board or superintendent that initially enacted the policy.

PROCESS TIMELINE AND AGENDA OVERVIEW

Policies coming before the committee will typically come through the following route:

1. The District’s General Counsel/Executive Director of Legal and Risk Management or their Administrative Assistant receives Legal News notification from WSSDA of a model policy update and due to potential community interest, the Superintendent and/or General Counsel (potentially in consultation with individual staff, community, or board members) determines that the board would benefit from feedback from the policy advisory committee.
2. The District’s leadership team holds discussion to place the policy update on the board calendar and the agenda of the policy advisory committee.
3. The District’s leadership team identifies which departments should be a part of the review process and names a staff lead to prepare a Situation Action Report for the board and the policy advisory committee.
4. A copy of the policy is emailed to committee members along with the Situation Report summarizing the policy or policy revisions at least two weeks in advance of the meeting in which the policy will be discussed so that members have sufficient time to read it and formulate their questions.
5. The policy advisory committee meets to discuss the policy at least two weeks prior to the meeting the board intends to review it for first reading.