

## CALENDAR ADVISORY COMMITTEE

### STATEMENT OF PURPOSE

To involve the staff and public in the development of a two (2) year calendar, the Washington County Board of Education has created a standing Board advisory committee, known as the Calendar Advisory Committee. This committee shall be comprised of appropriate representatives from all employee groups and the community who are interested in the preparation of the annual school calendar.

### THE COMMITTEE OBJECTIVES

Develop the two (2) year calendar for the public school system within legal parameters and contractual provisions. Unforeseen circumstances may necessitate a request from the Committee to modify the calendar.

### MEMBERSHIP SPECIFICATIONS

The members of the Calendar Advisory Committee shall be appointed by the Board. Membership on the Calendar Committee shall be limited to no more than 20 members. The voting members will include the following; four (4) teacher representatives—two (2) from the elementary school level, one (1) from the middle school level, and one (1) from the high school level; two (2) representatives from the educational support personnel; two (2) representatives from the administrators and supervisors group; two (2) representatives from the central office; two (2) representatives from the County Citizens Advisory Council; two (2) representatives from the County Parent/Teacher Association; one (1) junior class representative and one (1) senior class representative from county high schools on a rotating basis; and two (2) at-large representatives. In addition, the staff liaison to the Committee is designated as Committee chair, and as a voting member.

### TERMS OF OFFICE

1. Individuals may be appointed to a term of office of up to four (4) years.
2. The terms of office may be staggered to allow for the rotation of up to 1/2 of the membership of the Committee over a two-year period.
3. No individual shall be appointed to serve for more than two (2) consecutive terms on the Committee unless specifically exempted by the Board. Reappointment to a second term is not automatic.

### OPERATIONS SPECIFICATIONS

1. Minutes of each committee meeting shall be kept and forwarded promptly by the staff liaison to the Board and Superintendent.
2. The committee will report to the Board as requested.
3. Reports to the Board shall focus on recommendations for the two (2) year calendar.