



2300-E1

Required Guidelines for Advisory Group Reports

As outlined in the Board By-Laws, policy 2300, written reports and brief oral summaries, if any, can be given from the Student Representative, Parent Advisory Council, Bilingual Education Council, Special Education Parent Advisory Council, and other groups as designated by the Board. The purpose of the reports and summaries is to update the Board, Superintendent and public on the advisory group's monthly meeting summary, and how the Board can support them. This exhibit outlines the guidelines for the report and summary from the named advisory groups.

All written reports and oral summaries from the Board designated advisory group must follow the following guidelines:

1. Be submitted no later than noon the day of the Business Meeting, unless otherwise specified, to the Board of Education email at boardofeducation@rcsdk12.org.
2. Oral reports should be limited to 3 minutes and may summarize written reports.
3. Summarize any activities and/or events the advisory group engaged in from the last report as well as how the Board can support the advisory group.
4. Include at the end of the report the names and titles of the leadership team in the advisory group (i.e. President, Vice President, Secretary, etc.).
5. Include contact information at the end of the report for anyone interested in joining the advisory group that qualifies and for individuals who may have questions to follow up with the advisory group.

While the report time is used to address concerns to best support advisory groups, we asked that major concerns be submitted in a timely fashion to be addressed prior to the report. This will allow the Board to directly work with the advisory group to resolve the outstanding need.

Following the spirit of Board Committee reports, the Board President may from time to time direct that written reports be offered in lieu of oral reports.