

GUIDELINES

MINORITY EDUCATION CONCERNS COMMITTEE

A. COMPOSITION OF THE DISTRICT MINORITY EDUCATION CONCERNS COMMITTEE

The District Committee shall consist of nine to eleven community members.

1. The membership of the Committee will represent the diverse minority student population.
2. At least one member shall be appointed from within each high school attendance area.
3. All other members will be appointed at-large.
4. No member of the MECC may be currently enrolled in public school or employed by the School District either full-time or part-time.

B. APPOINTMENT OF MEMBERS

1. CRITERIA FOR MEMBERSHIP

All members will have:

- a. Commitment to improving education for minority students.
- b. A willingness and ability to attend monthly meetings of the Committee as a whole and subcommittees as needed.
- c. A commitment to working toward increased communication with the community in MECC affairs.
- d. A priority for selection of qualified minority community members will be maintained during the selection process. Community groups which represent individual ethnic and racial groups will be solicited for recommendations for consideration for appointment.
- e. ~~A priority will be maintained for parents of minority students attending Anchorage Schools.~~

- e. Priority will be maintained for those with a vested interest in the Anchorage School District.

2. PROCESS

- a. The Superintendent shall, at the direction of the Board, solicit applications from persons interested in serving on the Committee and give those names to the Board.

In soliciting applications, the Superintendent or designee shall notify the public of the vacancies and application process in a variety of ways, including but not limited to advertising in local newspapers and other local publications; contacting minority groups, service clubs, churches, and television stations; circulating information through newsletters (i.e., PTA School, etc.); posting notices in public places such as community centers and including a notice to parents.

- b. The MECC will, in addition, solicit applications from persons interested in serving on the committee.
- c. Each applicant will complete an application reflecting criteria to be used in the selection process:
 - 1. Ethnic background.
 - 2. Currently serve as a member of the MECC and eligible for an additional term.
 - 3. Prior education interest.
 - 4. Ability to commit 10-12 hours per month to MECC meetings and activities.
 - 5. Prior participation in minority group activities.
 - 6. Geographic location/attendance area.
- d. Interviews will be conducted by the Board in a manner prescribed by the Board that may include MECC representation.
 - 1. The Board shall appoint members to two-year terms to begin July 1 and end June 30.
 - 2. Appointments will be made prior to June 15.
 - 3. Terms of five members will expire in odd numbered years.

4. Appointments may be made for less than a year to fill vacancies.
5. No member shall serve more than three consecutive full terms (six years).
6. The Chairperson will serve no more than two consecutive one-year terms.
7. All members shall serve at the pleasure of the Board.
8. If a member has served three consecutive terms and wishes to continue to serve, there must be a one school year break before re-applying.

3. SCHEDULE OF MEETINGS

- a. Orientation of all members shall be held in [~~August~~] June of each year. A meeting in June will be held each year to elect a Chairperson and Vice-Chairperson.
- b. The Committee will meet thereafter no less than once a month each year excluding the months of July and December.
- c. Special purpose meetings to ascertain community concerns shall be held as needed at locations convenient for the community.
- d. Non-scheduled meetings may be called by request of the Chairperson with approval of the majority of the Committee. Special meetings may be called by a majority of the committee. Such meetings will be announced to all members five days in advance of the meeting date.
- e. A subcommittee composed of the MECC Chairperson, MECC Vice-Chairperson and special subcommittee Chairpersons shall meet with the Superintendent quarterly including the month of July. The agenda will include the status of the Committee's previous recommendations.
- f. The Chairperson or Vice Chairperson of the MECC, or designated person, shall report to the School Board monthly.

4. MEETINGS OF THE COMMITTEE

- a. The Committee Chairperson and the Superintendent or designee shall prepare the agenda for each Committee meeting. Any Committee member may recommend a

matter for the agenda if he/she notifies the Chairman or Superintendent's designee at least 14 days in advance of the meeting date.

1. A copy of the agenda shall be mailed to each member at least five work days prior to the scheduled meeting date.
 2. Reasonable effort shall be made to inform the general public of the time, place and topics in newspaper announcements and include a phone number for parents to call in so they can be included on the agenda.
 3. Every effort shall be made to prepare the minutes no later than Thursday prior to the week of the regularly scheduled MECC meeting at which time they shall be included in that week's packet for Board members and mailed to each member.
- b. All business shall be transacted by motion or resolution at a duly-called regular or special meeting at which a quorum is present. A simple majority of the members shall constitute a quorum, and a majority vote of the Committee members shall be necessary to pass a motion.
 - c. The Committee shall have no standing committees, but shall act as a committee of the whole. However, subcommittees may be appointed to accomplish specific tasks and report to the full Committee.
 - d. The Superintendent or designee shall serve as the ex-official representative of the Board at all meetings of the MECC.
 - e. Meetings of the Committee shall be held at locations designated by the chairperson and approved by the Committee as a whole.
 - f. A copy of the minutes of all Committee meetings shall be forwarded to the Board and a file shall be maintained in the Office of the Superintendent.

5. DUTIES OF THE COMMITTEE

The District Minority Education Concerns Committee shall at all times be bound by and adhere to the Policies and Rules and Regulations of the Board. The duties and limitations of the Committee shall be:

- a. To advise the Board and Superintendent on a regular basis regarding: (1) the educational program as it relates to the education of minority students K-12 Districtwide; (2) citizen involvement in school activities on minority educational issues; (3) specific minority community concerns; and (4) such other matters with respect to the District at-large as may be identified by the Board or the Superintendent.
- b. To monitor the District's Affirmative Action and any and all programs pertaining to minority students.
- c. To review existing course content and proposed changes in course titles, or text book adoption, or selection of films and other supplementary materials as pertains to the education of all students
- d. Based upon an annual canvass of the minority community concerns to present for Board review and comment, a set of MECC goals as a plan of action for the upcoming year. The MECC will proceed with such plan only after receiving Board approval.
- e. Upon written request from the Board or the Superintendent, to make prompt written recommendations with respect to such other matters as may be specified.
- f. To submit annually to the Board a report describing the concerns, activities, accomplishments and recommendations determined through Committee deliberation and action.
- g. To nominate members of the minority community to serve as members of standing District committees related to curriculum and issues of student success in school.

6. PROCEDURES

- a. Individual Committee members desiring information about or from the District shall submit a written request to the

committee or sub committee chairperson. A copy of the request shall be sent to all Committee members.

- b. The Committee shall have no jurisdiction with respect to any matters pertaining to salaries and related economic policies affecting employment of staff of the District or its grievance procedures.
- c. It shall be the duty of the Chairperson to preside at all meetings of the Committee and to sign such documents as authorized by the Committee. In the absence or disability of the Chairperson, these duties shall be the responsibility of the Vice-Chairperson or designee.
- d. The Committee may make recommendations in writing to the Board. Each recommendation shall be directed to the Superintendent, and shall be signed by the Chairperson. The Committee shall accompany its recommendations with:
 - 1. A summary of the discussion of the matter before the Committee.
 - 2. A statement of the reasons in support of the recommendation.
 - 3. Such other supporting information as appears to the Advisory Committee to be pertinent or helpful to the Board and the Superintendent.
 - 4. A minority report from the Committee may accompany the recommendation.
- e. Copies of all recommendations with supporting material received by the Superintendent from the Committee shall be forwarded to each Board member.
- f. With respect to each recommendation received from the MECC Advisory Committee:
 - 1. The Superintendent shall promptly acknowledge receipt of same to the MECC .
 - 2. The Superintendent shall in writing inform the Committee and the School Board of a preliminary and/or final response within 30 days of receipt.

3. The MECC may seek response from the School Board if the Superintendent does not respond to subsections 1 and 2.

7. ATTENDANCE

- a. If a member plans to be absent from a meeting, he/she must notify the Chairperson or the Superintendent's designee prior to the meeting.
- b. If a seat is unrepresented for three consecutive unexcused business meetings, or a majority of the business meetings in a fiscal year, the incumbent member shall be replaced.
- c. The Superintendent shall recommend to the School Board persons to fill seats that become vacant during the school year from the list of qualified candidates using the application process.

Guidelines amended from March 14, 1988, effective June 12, 1990.

Amended and approved October 24, 1994.

Amended and approved May 13, 1996.

Amended March 17, 2005.