

Mehlville School District Advocacy Committee

Charter Date 12/17/20

Revision Dates 08/22/22, 09/05/22, 09/08/22, 12/08/23

Chartered by: Mehlville R-9 Board of Education

Mission: To Develop an Annual Mehlville School District Advocacy Priorities document and maintain it on a yearly basis. To remain diligent and communicate our findings concerning legislation that could have an effect on our stakeholders.

Scope: This will be a sub-committee of the Mehlville Board of Education, adjunct to the Board Advocacy Committee.

Outcomes/Tasks:

- 1) The Mehlville School District Advocacy Committee will periodically review the Mehlville School District's Advocacy Priorities document, at least annually.
- 2) The Advocacy Committee will review and track local, state, and federal legislation that may affect the district.
- 3) The Advocacy Committee will conduct an annual review of each individual organization's advocacy priorities to identify the common key issues that impact the school district.
- 4) The Advocacy Committee will use the common key issues to produce the annual Mehlville School District Advocacy Priorities document for use in the next legislative year.
- 5) The Advocacy Committee will present a recommended District Advocacy Positions Document to the Board of Education for approval in its January business meeting.
- 6) The Advocacy Priorities document will be used to guide School District discussions with elected officials who serve constituents in the school district.
- 7) The Advocacy Committee will schedule meetings as needed with Local, State and Federal representatives to discuss the issues documented in the approved Advocacy Priorities document.
- 8) The Advocacy Committee may recommend changes in the district's Advocacy Priorities document as new legislation is introduced.

Boundaries: This committee is designed to provide leadership, analysis, and recommendations centered around its mission. All decisions must be aligned with the Mehlville School District Board of Education policies and procedures, including the District's Mission.

Resources: The committee budget is through the central office. The committee should make any necessary budget requests during the budget development process.

Membership: Membership will consist of two members from organizations within the Mehlville School District who will provide their respective advocacy position issues. Those organizations may include but are not limited to the Mehlville Board of Education (2 members, 1 from Board Advocacy Committee),

Central Office, Administration (1 from each: elementary schools, middle schools, high schools), MNEA (1 from each: elementary schools, middle school schools, high schools), Early Childhood, and Parent Organizations (1 from each: elementary schools, middle schools, high schools).

Meeting Attendance: It is expected that members will be present for meetings so that the committee can function with broad representation across the district. Members may not send others to serve in their place. Members may resign at any time by submitting notice to the chair. A replacement will be named by the next meeting. Members who are absent from three consecutive meetings will be removed from the committee. A replacement will be named by the next meeting.

Meeting framework: The committee will meet as needed to deliver the outcomes as stated in this charter. Public notice of the meeting will be issued.

Decision-making process: Decisions will be made by consensus of members. If a vote is required, it will be decided by a simple majority of members attending.

Channels of Communication: Members are encouraged to share information from meetings with their circle of influence. Minutes of meetings will be taken by a district employee and posted on the district website.

Agenda Development: Agendas will be developed collaboratively by the committee chair, and the committee. Agendas will be posted in advance of the meeting, including the subjects to be discussed.

Facilitation of Meetings: Meetings will be facilitated by the central office staff member who is responsible for district-wide advocacy.

Maintaining records: Minutes will be taken by a district employee, distributed to members electronically, and included on the district website. Minutes will be provided to all committee members. Minutes will include a list of members present and absent.

Norms:

- Be prompt
- Adhere to the planned agenda
- Respect ideas of others
- Data Informed decisions
- Open-honest communication
- Listen for understanding
- Avoid interruption
- Tough on issues, not people
- Celebrate success