APS: Advisory Committee Recommendations Strategy

Purpose: *The purpose of an Advisory Committee Recommendations strategy is to ensure the systematic management of SB advisory committee recommendations. These recommendations need to be systematically gathered, documented, evaluated, and acted upon.*

Measures of Strategy Quality

The strategy must include the following actions, completion of these actions serves as the measure of success of the strategy.

The recommendations must be:

1. Officially provided by the advisory committees
2. Formally acknowledged by the Board
3. Systematically recorded and tracked
4. Have a staff response, the response must be recorded and returned to the advisory committee
5. Reviewed for patterns and trends
6. Flagged with meta data (policy, budget, staffing, long-term, short-term, etc)
7. Used to inform board decisions, these decisions must be documented
8. Provided to incoming advisory committee chairs

Advisory Committee Recommendations Approach

APS School Board uses a eight-step annual process to manage advisory committee recommendations.

1. **Prior recommendations are provided to committee chairs**
2. **Committees revise the prior recommendations**
3. **Committees submit updated recommendations**
4. **Recommendations are received, acknowledged, and documented**
5. **Staff responses are developed, documented, and sent to the advisory committee**
6. **Recommendations and responses are reviewed for patterns**
7. **Recommendations are analyzed for alignment with division priorities**
8. **The Board decides on actions it will take, these decisions are documented**

Step 1: Prior recommendations are provided to committee chairs

At the start of each school year, typically in August, the Board Office generates are report of the recommendations, staff responses, and board actions for recommendations that have been submitted for the prior three years. This report is provided to each committee chair along with directions on how to update the list as part of the annual advisory committee process.

Step 2: Committees revise prior recommendations

From September through April, advisory committees review the prior recommendations. For each recommendation the committee takes one of three actions:

1. Affirm the recommendation
2. Revise the recommendation
3. Drop the recommendation

The committee also reviews the list holistically, developing new recommendations to fill gaps and changing circumstances.

Step 3: Committees submit updated recommendations

In May, advisory committees provide their updated recommendations to the Board via a memo using a template provided by the Board office. At the Board's discretion, advisory committees may also be invited to present their recommendations at a Board meeting or a work session.

Step 4: Recommendations are received, acknowledged, and documented

When the memo is received by the Board office, they promptly acknowledge receipt to the advisory committee Chair, ccing the Board and Staff liaisons. The board office then promptly updates the database of recommendations with updated recommendations. The recommendations are tracked by year and by committee.

Step 5: Staff responses are developed, documented, and sent to the advisory committee

In late May and early June, the staff liaison, under the direction of the Superintendent, oversees the development of staff responses to the recommendations. These responses are provided to the Board office via a Board office supplied form. The Board office records the responses by year. The [board office/staff liaison] provides the responses to the advisory committee chair.

Step 6: Recommendations and responses are reviewed for patterns

In late June, the Cabinet, or their designees, review the recommendations and responses for patterns. Patterns include but are not limited to similar recommendations and/or responses across multiple committees, recommendations and responses that have been affirmed multiple times, or recommendations and/or responses that are aligned with implementation of the Strategic Plan. This pattern analysis is provided to the Board.
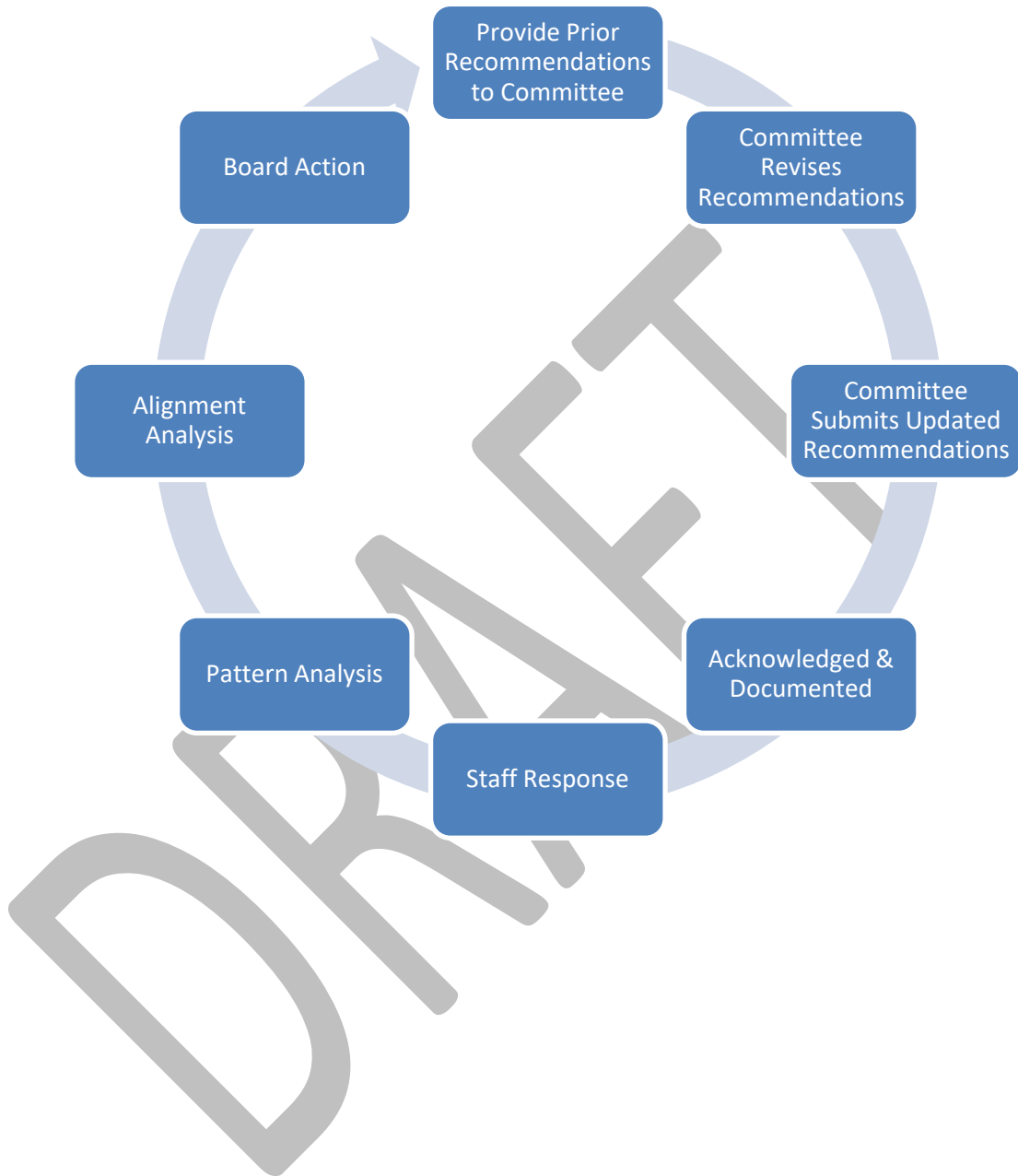
Step 7: Recommendations are analyzed for alignment with division priorities

In July, Board and APS leadership meet to review advisory committee recommendations, responses, and patterns for alignment with division priorities such as the Strategic Plan implementation, Budget, and Program Evaluation recommendations. Well aligned recommendations are flagged for potential inclusion in the Board's Budget Direction and/or the Board's Annual Priorities. Innovative ideas that are not currently aligned are flagged for consideration in the tuning of the Strategic Plan.

Step 8: The Board decides on actions it will take, these decisions are documented

In August, the Board reviews the advisory committee recommendations, responses, and patterns the Board and APS leadership alignment analysis, developing a board action for each recommendation. Board actions include but are not limited to: including the recommendations in the Board's Budget Direction, including the recommendation in the Board's Annual Priorities, deferring action on the recommendation, or deciding to not pursue the recommendation. These actions are tracked by year.

APS Advisory Committee Recommendations Process

Provide Prior Recommendations to Committee

Committee Revises Recommendations

Committee Submits Updated Recommendations

Acknowledged & Documented

Staff Response

Pattern Analysis

Alignment Analysis

Board Action

Records Management

The Board Office tracks all recommendations records in a database.

1. UID – A unique identification number. Revised versions of recommendations are provided a sub-number. (EX: if the original recommendation was assigned number 26, the revision would be assigned the number 26.1).
2. The month and year the recommendation was received
3. Recommendation action statement
4. Recommendation rationale statement
5. Submitting committee
6. If the recommendation is affirmed, revised, dropped, or new.
7. The staff response
8. The Board action
9. Metadata (policy, budget, etc)

Operational Definitions

Recommendation

Recommendations are actions the Board could choose to take to improve APS in the area covered by the committee. Recommendations consist of two parts:
1. A brief statement of the recommendation (the action the Board should take)
2. A rationale for the recommendation (the why the Board should take the action)

Staff Responses

Staff Responses are staff's assessment of the recommendation. The responses contain the following information.
1. If staff believes the recommendation should be pursued by the Board
2. When the recommendation should be pursued if at all
3. How well the recommendation aligns with other organizational improvements, especially the implementation of the APS Strategic Plan.
4. Cost estimates
5. Staff level of effort estimates (high, medium, low)
6. Anticipated Return on Investment
   a. High ROI – Results > Effort
   b. Medium ROI – Results = Effort
   c. Low ROI – Results

Board Action

Board Action is how the board decides to act on each recommendation each year. This will typically be one of the following:

1. Added to Budget Direction
2. Added to Board's Annual Priorities
3. Recommended for revision by the Advisory Committee
4. Recommendation for further study by Staff
5. Action deferred
6. Recommendation declined

UID

The UID is the unique identifier for each recommendation. The UID is used to group and organize recommendations and track them over time. UIDs are issued by the Board Office. The UIDs are a simple running numbered list. If duplicate recommendations are received, or the same recommendation is repeated over multiple years by the same committee, these all use the same UID. If the recommendation is revised it is issued a new UID with the sub number (EX: 13.1)

Board Priority

Board Priorities are areas of particular interest to the Board for the upcoming year. The APS School Board has two types of priorities: Information Priorities and Action Priorities

Board Information Priorities are topics where the Board would like to receive regular informational updates. Examples include progress on academic initiatives, progress on construction projects, or informational reports. These are scheduled as part of the annual Board Agenda Setting Process.

Board Action Priorities are topics where the Board will be making decisions. Examples include funding initiatives through the Budget process, approving construction projects, or adjusting school boundaries.

APS Advisory Committee Recommendations Process RACI Matrix R – Responsible A – Accountable C – Consulted I - Informed	Timeframe	Board Clerk	Deputy Clerk	Board Chair	Superintendent	Board	Cabinet	Director of Special Projects	Advisory Committee Chair	Advisory Committees	Staff Liaison
Prior recommendations are provided to committee chairs	Aug	A	D						I		I
Committees revise the prior recommendations	Sept - Apr								A	R	I
Committees submit updated recommendations	Early May	I	I						A	R	I
Recommendations are received, acknowledged, and documented	Early May	A	R			I			I		I
Staff responses are developed, documented, and sent to the advisory committee	May -June		R		A	I					R
Recommendations and responses are reviewed for patterns	Late June				A			R			I
Recommendations are analyzed for alignment with division priorities	July			R	A		R	R			I
The Board decides on actions it will take, these decisions are documented	Aug		R	A		R			I		I