

SHORELINE SCHOOL DISTRICT

# Highly Capable Advisory Committee Guide

## 2017-2018

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### PURPOSE

The Advisory Committee’s purpose is to support and enhance Shoreline’s Highly Capable programs. The committee provides a forum for students, families, teachers, and administrators to collaboratively provide valuable input and advocacy for highly capable education and the students and families who participate in the program.

The Advisory Committee has no legislative, administrative or programmatic authority and is advisory only. However, the Hi-Cap Advisory plays an important role in providing stakeholder perspectives and expertise on program services. The Hi-Cap Advisory Committee works cooperatively with school district leaders in planning and carrying out committee work.

## **MEMBERSHIP**

The members of the Hi-Cap Advisory Committee shall be representative of the Shoreline community.

### **Committee Members**

Members may include, but are not limited to:

- Family members of students identified as Highly Capable and attending a Shoreline School
- Students identified as Highly Capable and attending a Shoreline School
- Teachers
- School Administrators
- Individuals who may represent special populations, including: Homeless youth, students with disabilities, and English Language Learners.
- District program leaders

### **Size of the Committee**

Our goal is to maintain representation reflective of the diversity of our community. Committee members shall be selected in a manner to provide reasonable geographic, socioeconomic and ethnic representation of the Shoreline School District community. No person, however, may be excluded from nomination because of race, color, creed, religion, sex, sexual orientation or identity, disability, or expressed opinions so long as that person can assume an objective point of view in all committee deliberations. It is crucial that the district seek, with diligence, robust parent and/or guardian representation on each committee. The committee shall consist of a minimum of 4 members. Any meeting held with fewer than 4 members will not move forward with committee work.

### **Selection of Members**

Members of the community wishing to serve on the Highly Capable Advisory committee shall submit a completed application to the Highly Capable office. Applications will be reviewed by the Highly Capable office with support from SEA and SPA leadership and approved or appointed to serve in keeping with the goals for representation.

### **Vacancies**

When a vacancy occurs, the Highly Capable office will prepare and communicate using a press release. The press release will be provided to PTA and school newsletters, posted on the district webpage and publications, and shared via email and other appropriate channels consistent with the district's goal of robust, diverse membership.

### **Term of Service**

Members of the Highly Capable Advisory Committee are intended to serve a two-year term. Following the expiration of the term, a committee member wishing to continue to serve on the advisory committee can apply for an additional term of two years.

## ROLES and FUNCTIONS

### **Program Administrator**

The program administrator facilitates the advisory and will:

- Recruit and Select Committee Members – Work in collaboration with the Highly Capable office and SEA and SPA leadership to select members from the community who can contribute to the program and can represent an identified committee membership group.
- Provide agenda and preside at all meetings - Ensure all meetings maintain order and see that meeting notes are accurate and thorough. Guide committee through the meeting process, discussions, and decisions.
- Provide Information – Provide accurate and concise information so members can make informed suggestions and decisions.
- Provide Guidance and Support – Provide information to members regarding their responsibilities and tasks. Ensure clerical and other services are available to the committee.
- Expect and Support Results – The work of the committee is a valuable and integral part of the Hi-Cap program. Committee meetings are to be well organized with all members engaged and provided with opportunities for input with the expectation of program improvement.
- Recognition and Communication of Accomplishments – In collaboration with the committee members, will prepare and communicate using a press release, report, or other agreed upon communication tool. The committee communication will be shared with the PTA, school newsletters, district webpage and publications, via email and other appropriate channels consistent with the district's goal of communicating with our diverse Shoreline community.

### **Advisory Committee Members**

Committee Members have the responsibility to advise, assist, support and advocate for activities designed to strengthen the Highly Capable program and the students and families who participate. It is important that members:

- Plan and carry out a program of work.
- Attend and participate in all meetings.
- Suggest and develop agenda items prior to meetings.
- Help to determine committee priorities and ways to achieve them.
- Become familiar with the highly capable program, and its context within the overall educational structure.
- Respect the rights and opinions of other committee members.
- Accept and carry out assignments.
- Promote and advocate for highly capable education and the students and families who participate in the program.

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## **MEETINGS**

### **Meeting times, dates and location**

District advisory committees shall establish a calendar of regular meetings for the school year at their annual organizational meeting. Meetings shall be scheduled to permit the greatest number of members to attend. All meetings shall be held at a Shoreline School District building.

### **Communication**

Agendas will be prepared prior to each meeting and shared with advisory members via email.

An advisory member may request items be considered for placement on the meeting agenda. Requests are to be within the jurisdiction of the advisory and in keeping with the established goals, roles and responsibilities. The request must be submitted at least one week before the scheduled meeting and include all supporting documents and information.

Minutes shall be kept for each meeting and shared with advisory members. The minutes will be made available for any interested person via the Shoreline School District Highly Capable webpage.

### **Decisions**

All decisions of the district advisory committee shall be made through a vote in which the majority of members in attendance approve and /or give support.

### **Goal Setting**

Committee members shall annually review data and information regarding the current highly capable program and use this information to set goals for committee work that support continued improvement of highly capable services and programming in Shoreline.