

**Advisory Committee** In establishing a School Boundary Advisory Committee (SBAC), the Board of Trustees will review and adopt Charges and Guidelines outlining the scope of work for this committee. This process is typically initiated in a workshop meeting in which the Charges and Guidelines are reviewed and revised based on the unique circumstances surrounding the SBAC. The Board will then consider the SBAC Charges and Guidelines at the next regularly scheduled meeting. This meeting typically occurs in the month of August.

**Charges and Guidelines** While the Charges and Guidelines adopted by the Board of Trustees may be revised the items listed below have historically guided the work of previous committees:

General Overview: The purpose of the School Boundary Advisory Committee (SBAC) is to recommend level, level, and level school attendance zones to the Board of Trustees for the [Year] school year.

Charges: The SBAC shall examine potential attendance zones as well as related challenges associated with new and anticipated growth of CCISD and recommend new attendance zones which:

- Maximize the learning opportunities and needs for student achievement;
- Make efficient use of instructional facilities;
- Consider available data provided by the district and demographer; and
- Consider constructive public feedback.

Guidelines: The Board of Trustees guidelines are the following:

1. Stability: Minimize disruption of the community.
  - a. Minimize movement of existing and future student population.
  - b. Retain traditional neighborhood, municipal and geographic boundaries when practicable.
  - c. Maintain existing instructional programs at current facilities.
  - d. Consider the impact of attendance zone changes on programs, when practicable, as informed by district personnel, including but not limited to science magnet programs, WAVE programs and dual language programs.
2. Foresight: Make recommendations utilizing demographic forecast.
  - a. Consider demographics and all reasonable, available information.

- b. Minimize potential for future reversals.
- 3. Efficiency: Make efficient use of resources.
  - a. Avoid under or over utilizing facilities when possible.
  - b. Consider cost of recommendation on facilities.
  - c. Consider net impact of recommendations on bus routes.
- 4. Service: Meet community needs.
  - a. Consider the demographic balance.
  - b. Maintain effective feeder patterns and consider correcting irregular feeder patterns.

**Membership Process**

The day after the Board of Trustees adopts the SBAC Charges and Guidelines, a SBAC membership application will be posted on the district website. The District will widely communicate the posting of the application to all parents and community. This membership application will be posted for a minimum of two weeks and a maximum of one month.

Following the closing of the SBAC application, all applicants will be sorted according to their address/attendance zone of children

Based on School Board Policy FC(LOCAL) the SBAC shall consist of 32 members; 30 parents and 2 community representatives. The membership drawing will occur in public and is recommended to be videoed if questions about the selection process are raised. After all members are selected a communication is sent to each perspective member which lists the tentative meeting dates of all SBAC meetings. Perspective members are asked to confirm their willingness to attend all meetings and actively participate. If a perspective member declines to serve, a new drawing for that attendance zone will then take place.

**SBAC Timeline and Meeting Topics**

SBAC meetings will generally begin in mid-October and conclude by mid-December. It is anticipated that seven to eight meetings will be needed to complete new attendance zone recommendations prior to the Winter Break. Listed below is the timeline of major events by month:

Early August	Board workshop meeting to review and revise the SBAC Charges and Guidelines, as needed
Late August	Regular Board meeting to adopt the SBAC Charges and Guidelines
Late August	SBAC membership application is posted on the district website

Late September	SBAC membership drawing
Late September	Notification of all SBAC members selected; confirmation must be received from each potential SBAC member before contacting those applicants not selected
Mid-October	First meeting of the SBAC; meetings continue through the end of the first semester
Early November	SBAC selects chairperson and vice-chairperson
Mid-December	SBAC drafts preliminary recommendations
Early January	Special Board Meeting is held in which chair and vice-chair present SBAC preliminary recommendations
Mid-January	Three public hearings are held to gather public feedback on SBAC preliminary recommendations
Late January	SBAC reconvenes to consider public feedback and revise recommendations, as needed
Mid-February	Board Workshop Meeting is held in which chair and vice-chair present SBAC final recommendations
Late February	Regular Board meeting to consider the SBAC final recommendations

To achieve the timeline listed on the previous page, specific actions must be accomplished in each SBAC meeting. Listed below are SBAC meeting agenda items:

Meeting	Topics
1	<ol style="list-style-type: none"> <li>1. Welcome/opening – Superintendent</li> <li>2. Meeting norms</li> <li>3. Introductions</li> <li>4. Board of Trustee remarks</li> <li>5. Former SBAC Chair remarks</li> <li>6. SBAC Process Overview and Timeline</li> <li>7. SBAC Binder Overview</li> <li>8. SBAC Website and Questions</li> <li>9. Drawing 1 or 2 Year Terms</li> <li>10. Explanation of Chair and Vice-Chair</li> <li>11. Announcements/Adjourn</li> </ol>
2	<ol style="list-style-type: none"> <li>1. Welcome/opening – Superintendent</li> <li>2. Meeting norms</li> <li>3. Introductions (as needed)</li> </ol>

	<ol style="list-style-type: none"> <li>4. Review of meeting minutes</li> <li>5. SBAC Questions/Comments</li> <li>6. Demographic presentation*</li> <li>7. Questions</li> <li>8. Reminder of Chair and Vice-Chair</li> <li>9. Announcements/Adjourn</li> </ol>
3	<ol style="list-style-type: none"> <li>1. Welcome/opening – Superintendent</li> <li>2. Meeting norms</li> <li>3. Review of meeting minutes</li> <li>4. SBAC Questions/Comments</li> <li>5. Elementary Overview</li> <li>6. Secondary Overview</li> <li>7. School Capacity</li> <li>8. Mapping Review</li> <li>9. Chair and Vice-Chair Selection</li> <li>10. Announcements/Adjourn</li> </ol>
4	<ol style="list-style-type: none"> <li>1. Welcome/opening – Superintendent</li> <li>2. Meeting norms</li> <li>3. Review of meeting minutes</li> <li>4. SBAC Questions/Comments</li> <li>5. School Capacity</li> <li>6. Mapping Review</li> <li>7. Announcements/Adjourn</li> </ol>
5	<ol style="list-style-type: none"> <li>1. Welcome/opening – Superintendent</li> <li>2. Meeting norms</li> <li>3. Review of meeting minutes</li> <li>4. SBAC Questions/Comments</li> <li>5. Mapping Review</li> <li>6. Draft Recommendations</li> <li>7. Announcements/Adjourn</li> </ol>
6	<ol style="list-style-type: none"> <li>1. Welcome/opening – Superintendent</li> <li>2. Meeting norms</li> <li>3. Review of meeting minutes</li> <li>4. SBAC Questions/Comments</li> <li>5. Mapping Review</li> <li>6. Finalize Recommendations</li> <li>7. Announcements/Adjourn</li> </ol>
7	<ol style="list-style-type: none"> <li>1. Welcome/opening – Superintendent</li> <li>2. Meeting norms</li> <li>3. Review of meeting minutes</li> <li>4. SBAC Questions/Comments</li> <li>5. Mapping Review</li> <li>6. Finalize Recommendations</li> <li>7. Announcements/Adjourn</li> </ol>

**Meeting Details**

SBAC Meetings require the attendance and active participation of the SBAC and the Superintendent and Cabinet. In addition, the district demographer should be scheduled to attend/support meetings 2 – 7.

Administration will support the SBAC in providing all requested information and data. Administration will advise SBAC of potential impact of attendance zone changes on enrollment, demographic data, fine arts programs, specialty programs, athletics, feeder patterns and other requested items.

Following the first SBAC meeting, the District will post SBAC information on the District website including but not limited to SBAC member names and terms, Policy FC(LOCAL), Meeting agendas, Meeting minutes, and a public questions/comments submission site.

Meeting minutes are kept for each meeting and posted to the district website as soon as possible. Questions or comments received from the district website are shared with the SBAC for consideration and included in the meeting minutes. Responses to questions are developed by administration, shared with the SBAC and posted on the district website.

### **Public Hearings**

In no fewer than seven days following the presentation of the SBAC preliminary recommendations, the district will schedule three public hearings, at the high school zones, most directly impacted by recommended changes. During the public hearings, the following process is to be followed:

1. The District administrative designee welcomes all in attendance, explains the process to be followed, and states expectations for interacting with the SBAC as based on district core values
2. The SBAC chair and/or vice chair presents the preliminary SBAC recommendations
3. The public may provide input by signing up to speak
4. Each speaker may present for a maximum of two minutes
5. The SBAC does not respond to questions
6. Meeting minutes include all verbal statements
7. Written and electronic comments are also accepted at the site of the public hearing

### **Continued Transportation for Students Enrolled in Special Programs**

The District shall continue to provide transportation to any student enrolled in a special program (such as science magnet, WAVE and dual language) if the student was enrolled in the program and received District transportation prior to a change in school boundaries, as practicable taking into consideration the availability of the District's transportation resources.