

Jefferson County Education Service District

Code: BCFA-AR
Adopted: 7/13/22

Advisory Board Members - Selection & Onboarding

Process for Selection

1. Public Notice

Provide standing announcement on JCESD website and include reference to advisory board member opportunities in standard communications, as feasible, including but not limited to: social media, newsletters, emails, local radio, newspaper, and other common methods of communication.

2. Application Process

- a. Applicant submits a Statement of Interest with their name, contact information, statement of why they are interested in serving as an advisory board member and the knowledge, skill and/or lived experience that they would bring to the JCESD Board that qualify them for the position. Application may be submitted to the JCESD board secretary by email, phone, paper copy, or online.
- b. JCESD board secretary will forward the application to the superintendent to be placed on the upcoming Board agenda for Board review at the next regularly scheduled Board meeting.

3. Selection Process

- a. Application is included on Board agenda at the next regular Board meeting after application is received.
- b. The Board considers applicants and appoints, if approved by the majority of voting Board members.

Process for Onboarding

- a. The superintendent or other designated staff provides an initial training and information to the newly appointed advisory board member, and/or
- b. The Board chair or designated Board member meets with the advisory board member to provide information on meeting process.