

Advisory Committee for Technology (ACT) Charter

The Seaford Board of Education has established the Advisory Committee for Technology (ACT) for the purpose of advising the Board and making recommendations regarding the purchase and use of technology in the Seaford School District.

A. Board of Education Charge to the ACT

The primary responsibilities of the ACT are to:

1. Advise the Director of Technology and the Board regarding technology matters that have a direct bearing on fiscal or educational aspects of the district.
2. Provide input and advice to the Board prior to the submission by the Superintendent of the first draft budget.
3. Enable the Board to draw upon the resources and advice of the Committee.
4. Serve as a liaison between the community and the Board on technology matters.
5. Provide two-way communication between the Committee and the Board.
6. Conduct studies or complete specifically designed projects, as may be determined by the Board, from time to time.
7. Prepare and submit a written report to the Board which should include:
 - a. A summary of the ACT's discussions during the year, *will take place at the June workshop meeting of the Board of Education.*
 - b. Recommendations for Board action, and
 - c. A priority agenda for the following year, and
 - d. A 3-5 year vision for the future technology needs of the district.

B. Statement of Purpose

The goal of the ACT is:

1. To gain an understanding of the district's technology needs and issues, in order to provide input and advice to the Board that is comprehensive, considered and rational, and fiscally prudent.
2. To provide advice to help ensure that the technology is an integral part of the Seaford educational program.
3. Through community study, to gain an understanding of community interest about the District's technology needs and educational programs.

C. Membership

1. Composition
 - a. The ACT will be made up of community members selected by the Board who have demonstrated an appropriate level of knowledge and expertise in the field of computer technology, including knowledge of hardware, software, and technological infrastructure. The community members must be residents of the Seaford School District.
 - b. The District Director of Technology and the Assistant Superintendent for *Curriculum, Instruction and Personnel* shall be considered members of the committee, *as well as one elementary level representative and one secondary level representative who may be a teacher or administrator.*

- c. The Committee should have no more than *eight* members unless determined as necessary by the Board of Education.

2. Terms

- a. Community members shall serve as members of the Committee for up to three years.
- b. A community committee member who has completed a three year term may apply to the Board to serve an additional term.
- c. The appointment of members may vary as the committee is initially established, but terms shall generally be staggered such that in any given year a level of experience on the committee shall be maintained.
- d. The Director of Technology and Assistant Superintendent for *Curriculum, Instruction and Personnel* will be permanent members of the committee.

3. Leadership Roles

a. Chairperson:

The Chairperson, who shall be appointed by the Board, shall:
Ensure the ACT adheres to the Board's charge.

- aa. Establish meeting agenda and arrange for the proper posting of the meeting date, time and location
- bb. Ensure there is a quorum (a majority of members) for each meeting
- cc. Guide discussions at committee meetings in order to arrive at resolution of issues by reaching consensus. When necessary, a formal vote of the members shall be taken.
- dd. Draft the annual report to the Board based on discussions and input from Committee membership.

In the event a meeting has to be cancelled or a special meeting has to be scheduled, the Chairperson should coordinate with the committee members and the District Clerk to ensure proper communication about the cancellation and any re-scheduling of the meeting. In the absence of the Chairperson, meetings will be led by another member of the Committee who will be appointed by the Chairperson.

b. Secretary:

The Secretary will be designated at each meeting by the Chairperson. The secretary will:

- aa. Keep written minutes of the meeting. The minutes will be distributed to each committee member prior to the subsequent meeting for approval at the start of the next meeting.
- bb. Maintain a record of the attendance at each meeting. Barring extenuating circumstances, committee members are expected to be in attendance at each meeting of the Committee to remain in good standing for continued membership.

c. Director of Technology

The Director of Technology will be responsible for:

- aa. Working with the Chairperson to provide input on issues that are placed on meeting agendas for discussion and consideration by the ACT at meetings.
- bb. The Director of Technology will establish meeting dates, times and locations for the year and see that this information is placed on the school calendar.
- cc. During each meeting the Director of Technology shall report on initiatives in the District's technology plan and on matters of interest and mutual concern.

D. Appointment of New Members

Prior to the commencement of each school year, community residents shall be invited to become members of the ACT to replace those members with expiring terms. The Board shall appoint new members before the end of September and they will be invited to attend the first meeting of the ACT for that school year.

E. Procedures

In order to facilitate the smooth operation of the ACT, the following procedures shall be adopted:

- 1. ACT meetings are to be held at least once a month during the school year.
- 2. The first meeting of each new term shall be a planning session to lay out the tasks for that year.
- 3. A quorum of the Committee must be in attendance for the meeting to be conducted.
- 4. At each meeting the minutes from the previous meeting shall be reviewed, corrected if necessary, and approved.
- 5. All meeting dates shall be posted on the school calendar, posted by the District Clerk and open to all Committee members and the general public.
- 6. The general public may participate in the meeting at the discretion of the Chairperson.
- 7. All proceedings shall be conducted in a courteous manner so as to encourage a free and open discussion of all viewpoints.
- 8. ACT members will not be permitted to advance personal agendas or issues, and discussions at ACT meetings will not be allowed in support of personal agendas.
- 9. Matters pertaining to the performance of school district personnel shall not be discussed.
- 10. Any misconduct by a member of the ACT will be reported to the Board of Education.

Cross-ref: 4510.1, Instructional Technology
Adopted: January 19, 2012
Revised: March 2, 2017