

## **EDUCATION ADVISORY BOARD GUIDELINES**

### **FUNCTION OF THE EDUCATION ADVISORY BOARD:**

Each Board has specific guidelines, duties, and responsibilities within which they have the authority to work and their scope is limited to those defined guidelines, duties, and responsibilities:

1. Act in an advisory capacity to the City Commission in matters relating to educational issues that will impact the quality of education for the residents.
2. Recommend City education activities and programs for children, their parents, and their schools.
3. Participate in quarterly luncheon meetings with school principals and City Commission.
4. Develop recommendations to the City Commission for forwarding to the School Board of Broward County regarding actions which may be taken in support of Coconut Creek schools including those regarding programs, services, infrastructure, and student achievement recognition.

### **MEETING SCHEDULE:**

- The Education Advisory Board meets on a bi-monthly basis, as determined by the City Manager, Mayor, or his/her designee, but in any event, no less than five (5) times per year.
- All meetings shall be open to the public and held in accordance with state law governing public meetings.

### **BOARD MEMBER COMMUNICATION:**

- To adhere to public records laws and record retention requirements, please limit Board correspondence outside of meetings to email communication.
- When communicating with anyone outside City staff regarding Board business, forward any such communications (received or sent) to the City Clerk at [publicrecords@coconutcreek.net](mailto:publicrecords@coconutcreek.net) with "For Public Record" in the subject line.
- If you have some interest in or relationship with anything on the upcoming Board agenda, email the legal department at [cityattorney@coconutcreek.net](mailto:cityattorney@coconutcreek.net) or call 954-973-6797. If, after consultation with the legal department, it is determined you have a voting conflict, you must file the appropriate disclosure/conflict of interest form as directed by staff.

### **BOARD MEMBER RESPONSIBILITIES:**

- Attend meetings regularly.
- Review the meeting agenda and any backup materials provided in advance of each Board meeting.
- To best contribute to the discussions, review the information provided, and be prepared with questions and relevant discussion points.
- Focus on the needs and betterment of the City of Coconut Creek as a whole.
- Adhere to the Florida Sunshine Law, Public Records Act, Ethics Rules, and Parliamentary Procedures.

**BOARD CHAIR RESPONSIBILITIES:**

- Understand and have a working knowledge of parliamentary procedures.
- Start and end the meeting on time.
- Follow the published agenda.
- Introduce each agenda item and facilitate discussion.
- Stay on topic.
- Bring items to a conclusion.

**SAMPLE AGENDA:**

1. Call meeting to order
2. Call the roll
3. Public comment
4. Approval of minutes
5. Agenda items
6. Communications and report
8. Set date of next meeting
9. Meeting adjournment

**BOARD LIAISON:**

Bernadette Hughes, Assistant to the City Manager

[bhughes@coconutcreek.net](mailto:bhughes@coconutcreek.net)

954-956-1520