

# Intradistrict Communication

DATE: September 14, 2021  
TO: All Principals  
FROM: Dr. Anthony Godfrey, Superintendent of Schools  
SUBJECT: Licensed Employee Advisory Committee for the Board

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The Board of Education has an advisory committee made up of licensed employees from every school in the District. The purpose of this committee is to advise the Board regarding issues that affect licensed employees (salaries, grants, leave, etc.). Representatives will meet four times during the year and will be compensated at their hourly rate for participation. The first meeting will be held October 7, 2021 at the JATC-S from 4:00-6:00 p.m.

Elementary and special schools, Valley High, and JATCs (North and South) will send one representative; middle schools two; and high schools three. Help us in selecting the assigned number of representatives from your school by using the following process. Please adhere to these procedures exactly as outlined.

## **Nomination**

Elementary and special schools, Valley High, and JATCs (North and South) will need a minimum of two nominees; middle schools a minimum of three; and high schools a minimum of four. Additional nominees are at your discretion.

1. Invite licensed employees to nominate, by secret ballot, the name of the licensed employee they would like to represent your school. Administrators are not eligible to serve on this committee.
2. Ask those nominated if they would be willing to serve. Serving as a committee member is not mandatory. If a licensed employee is unwilling or unable to serve, ask the next highest vote receiver, until you have the desired number of nominees.

## **Voting**

1. Prepare a secret ballot for each licensed employee (including administrators) with the names of the nominees. The Board would prefer this be done by secret ballot to ensure that no employee feels pressure to vote for a particular nominee.

2. All licensed employees at elementary and special schools, Valley High, and JATCs (North and South) should be encouraged to vote for one nominee; middle school licensed employees two; and high school licensed employees three.
3. Tally the results.
4. For elementary and special schools, Valley High, and JATCs (North and South) the top vote receiver is the representative and the next highest will serve as an alternate.
5. For middle schools, the top two vote receivers are the representatives and the next highest will serve as an alternate.
6. For high schools, the top three vote receivers are the representatives and the next highest will serve as an alternate.
7. Keep all ballots on file that are turned in.

**Please inform the representatives, the alternate, your faculty, and send a copy of the results to Roxane Siggard ([roxane.siggard@jordandistrict.org](mailto:roxane.siggard@jordandistrict.org)) by September 24, 2021.**

Representatives will be contacted with meeting dates, times, and location. The first meeting will be held on **Thursday, October 7, 2021** from 4:00-6:00 p.m. at the JATC-S.

Thank you for your help with this matter. We are confident that this advisory committee will have a positive impact on the lives of our educators.