

SAN DIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

NO. 9055

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CLASSIFICATION COMMUNITY RELATIONS

EFFECTIVE 1-15-64

SUBJECT CITIZENS' ADVISORY AND STUDY COMMITTEES,
GENERAL

REVISED 9-18-78

A. PURPOSE AND SCOPE:

1. To outline administrative procedures governing establishment, use, and disbandment of interdivisional and divisional citizens advisory and study committees on which lay citizens or nondistrict personnel are invited to serve as regular members.
2. This procedure does not apply to workshops or groups called together for one or two meetings during one semester to advise on a specific problem, nor to use of consultants as defined in C.3.a.
3. Related procedures:
 - School advisory committees in schools
(councils and committees) No. 9060
 - Processing of advisory committee/council minutes No. 9065
 - Legal guidelines for meetings No. 9066

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy; Govt. Code 54957.6.
2. Board Policy. The Board of Education recognizes the value of and earnestly seeks citizen participation in the educational process. Board of Education also desires communication between the school district and the total community and between each school and the community it serves. For these reasons, the board encourages formation of district/citizen/ parent advisory committees and urges broad community and staff participation in the work of such committees.

If advisory committees are to be effective, their members must have a clear understanding of the committee's function and purpose. They also must realize the scope of their responsibility and exercise care in order that they function within guidelines established by law and district policy.

Members of advisory committees should distinguish carefully between the committee advisory function and the administrative decision-making function. Since accountability rests upon the administrator, acting under delegated authority of Board of Education, he/she must have the necessary authority to make appropriate decisions, giving careful consideration to all factors and viewpoints expressed by advisory committees as well as to staff opinion and legal, policy, and procedural requirements of the district.

Advisory committees may discuss in general terms concerns related to students or district personnel, but should understand that any challenge to the conduct or competence of an individual student or staff member, must be pursued through procedures established by State law

NOT REVISIED

- B. 2. (continued)
and/or regulations of the school district. It must be understood that ultimate **responsibility** for personnel matters rests with site and district administration and the Board of Education.

Each committee should maintain a file of summary written records of meetings held and actions taken; These files shall be available for review upon request.

C. GENERAL:

1. Originating office: Suggestions or questions concerning this procedure should be directed to Community Relations and Integration Services Division.
2. Definitions
 - a. Board-appointed committees: Districtwide advisory committees established to advise regarding specific issues and local projects (e.g., tax and bond elections, alternative school).
 - b. District or program advisory committees appointed by central administration: Committees appointed by the superintendent to serve as advisory groups on issues or projects including externally-funded projects and programs (e.g., ESEA, Title I).
 - c. Citizens study committees: Special-purpose or ad hoc groups appointed by the superintendent from nominations submitted by Special Assistant to the Superintendent and/or division heads, to study, investigate, review, evaluate, or make recommendations on specified needs. Topic, area of concern, and scope of activity of the committee shall be specifically stated at time of appointment.
 - d. Combination district/citizen committees: On occasions, individuals and/or consultants are invited to attend meetings of district groups for the purpose of providing technical or expert assistance in inservice education, program development, materials development, evaluation of services, or dissemination of information.
 - e. School-established committees: School advisory committees are selected or elected by parents and other citizens of a local school community primarily to advise the principal. Parent advisory committees are established at individual schools as required by regulations governing externally-funded projects or programs.
3. Ralph M. Brown Anti-Secret Meeting Act. Citizens committees created by a local Board of Education generally are subject to provisions of the Act. (See Procedure No. 9066.)

C. 3. (continued)

This applies only to a citizens committee created by specific action of Board of Education at a public board meeting; it does not apply to citizens committees appointed by the superintendent or any other school administrator.

4. Membership

a. To extent compatible with purposes of the committee, membership of advisory committees should be representative of geographic and ethnic cross section of the community, and should be so constituted that a majority of members will be parents of children enrolled in schools of the district.

b. School principal (or designee) or program administrator (or designee) shall be present at each meeting of each advisory committee.

c. Criteria for Selection of Members. To extent possible, citizen members of advisory committees should be chosen through the democratic process, and in accordance with the following criteria:

(1) Experience and knowledge with regard to the task assigned to the committee.

(2) Demonstrated leadership in area of study.

(3) Reputation in and acceptance by the community, or the special field of interest.

(4) Interest in public schools and education.

(5) Requirements of federal or state guidelines.

5. Responsibilities

a. Establishment and/or disbandment of standing and advisory committees is a function of the superintendent. EXCEPTION: Establishment of school committees is governed by regulations outlined in appropriate procedures. (See A.3.)

b. Participation in Committees. Each division head approves participation of any member of his/her staff in an approved committee.

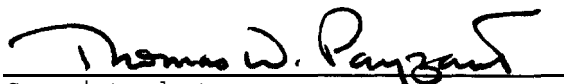
c. Records. Community Relations and Integration Services Division maintains records of status, membership, and purpose of all approved committees.

D. IMPLEMENTATION:1. To Establish a Committee

a. Requesting office forwards "Request to Establish Districtwide Committee" to division head concerned.

b. Division head reviews recommendation and, if approved, forwards to Special Assistant to the Superintendent for review and recommendation prior to discussion in Superintendent's Cabinet.

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- D. 1. c. Superintendent approves or disapproves establishment of the committee; provides copy of approvals to Community Relations and Integration Services Division.
- d. Community Relations and Integration Services Division maintains a record of approved committees, their status, membership, and purpose.
2. Completion of Committee's Assignment and Disbandment
- a. Each district citizens advisory committee shall submit to the superintendent a final report with recommendation or action.
- b. Superintendent officially disbands committee.
- c. Community Relations and Integration Services Division records disbandment.
3. Annual Reporting on Status of Committees. Each division head is responsible for reporting to Superintendent's Cabinet by first Friday in May each year the status of approved citizens' committees in his/her division.
- E. FORMS AND AUXILIARY REFERENCES:
1. Request to Establish Districtwide Committee, available in office of each division office.
- F. REPORTS AND RECORDS:
1. Committee's final report, retained for three years.
2. Division head's status report, retained for one year.
3. Reports of all standing and advisory committees appointed by and reporting to Board of Education, retained for a period of time to be determined by the board.
- G. APPROVED BY:


Superintendent