

**SANDIEGO UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

**NO. 1100**

**PAGE 1 OF 4**

**CLASSIFICATION** GENERAL ADMINISTRATION, COUNCILS **EFFECTIVE** 7-1-62

**SUBJECT** COUNCILS, CONFERENCES, AND COMMITTEES **REVISED** 4-27-88

A. PURPOSE AND SCOPE:

1. To outline administrative procedures for establishment of councils, conferences, and committees organized to plan, review, coordinate, evaluate, study, recommend, investigate, act upon, or report on **district activities**, programs, equipment, and materials.
2. This procedure does not apply to committees working exclusively within a single school unless matters listed in B.2. and B.3. are involved.
3. Related procedures:  
Citizens advisory and study committees, general . . . . . No. 9055  
Citizens advisory committees in schools . . . . . No. 9060

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy.
2. Matters Within the Scope of Collective Bargaining. Matters related to the following subjects are within the scope of **mandated** collective bargaining and must be referred to Employee Relations Department prior to making decisions and/or implementing changes:
  - a. Wages and hours of employment
  - b. Health and welfare benefits
  - c. Leave and transfer policies
  - d. Safety conditions of employment
  - e. Class size
  - f. Employee evaluation procedures
  - g. Grievance procedures
3. Matters Within the Scope of Right to Consultation. Upon request, exclusive representatives of employee bargaining units have the right to consult on definition of educational **objectives**, determination of course and curriculum content, and selection of **textbooks** to the extent that such matters are within the discretion of the district under the law.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to Community Relations and Integration Services Division.
2. Intent of Regulations Governing Establishment
  - a. To relate functions of various groups in order to improve effectiveness and minimize duplication or overlapping of effort.
  - b. To achieve adequate coordination through review of function, representation and size of various types of group activity.
  - c. To avoid excessive time demands on individuals who must participate in group activity.

- C. 2. d. To inform managers when a task-oriented committee or group is established, particularly those with representation from more than one school, department, or division.
- e. To provide self-explanatory functional and/or task-oriented titles for naming groups. (Often a mere listing of groups by titles is sufficient to accomplish objectives outlined above.) Other divisions may be concerned with their own aspects of the same problem or task.
3. Definitions. NOTE: The title classification given to a group should conform as nearly as possible to the following definitions.
- a. Council: A group of persons organized to advise managers on a variety of matters as they occur, facilitating formulation of **policies** and the **making** of decisions. Normally, it does not have decision-making powers.
- b. Conference: A group of persons who are members by virtue of positions they hold. Membership is open to all persons in a particular position at one organizational level; e.g., Senior High Principals Conference. Conferences continue from year to year, but individual members **may** change as assignments change. A conference group deliberates on a variety of matters for purposes of information, coordination, discussion of problems, and review or recommendation affecting its specific area of responsibility. Recommendations must be approved by appropriate officials before they are committed to practice.
- c. Committee: A group of persons organized for a specific task. The most common types, based on function, are:
- (1) Study or advisory committee: A task-oriented group empowered to study, evaluate and recommend on a specific subject or problem. Membership may be composed of persons from several **organizational** levels.
- (2) Administrative committees: Task-oriented committees organized to assist in management, administration or coordination of an activity. The following are listed in order of decreasing responsibility and authority; use of these sub-titles for administrative committees and reporting by them are optional.
- (a) Steering committee: A group of persons, representative of various interests involved, responsible for **managing** or directing a program or activity. Generally this follows a policy decision to establish, change, or phase out a major activity.
- (b) Planning committee: A group of persons representing various interests involved, responsible for cooperative development and planning of tasks, relative roles, and responsibilities, generally prior to and immediately following implementation of a program or activity.

- c. 3. c. (2) (c) Coordinating committee: A group of persons representing various interests involved, responsible for coordination during implementation of a program already developed.
4. PERMANENT Councils, Conferences, and Committees (Divisional and multi-divisional groups with no foreseeable task completion **date**)
- a. Establishment and disbandment will be through action by Superintendent's Cabinet except for groups representing a specific subject area or grade level for purposes of curriculum development and equipment or book review and selection. The latter is reported to Superintendent's Cabinet by title only, as an item of information for others who might be interested.
- b. Minutes shall be kept, but may be limited to significant agreements, decisions, and/or recommendations.
5. NONPERMANENT Councils, Conferences, and Committees (Includes groups excepted in C.4.a. above)
- a. Establishment and Disbandment. Interdivisional groups may be organized and disbanded by division head(s), and shall be reported to Superintendent's Cabinet by title only at time of organization. Nonpermanent committees include:
- (1) Ad hoc committees that require only a few meetings to complete their work. (Example: Ad hoc Consumer Education Committee)
- (2) Committees representing a specific **subject** area or grade level for purposes of curriculum development or coordination and equipment or book review and selection. (Example: American Government 1 Advisory Committee)
- b. Minutes may be kept; it is sound administrative practice to keep a record of significant agreements, decisions, and/or recommendations.
- D. IMPLEMENTATION:
1. Establishment of a PERMANENT Council, Conference, or Committee
- a. Requesting office completes request (**E.1.**), following instructions on **form**; sends original and one copy to division head and retains one copy for file.
- b. Division Head
- (1) If approved, arranges for inclusion of item on Superintendent's Cabinet agenda.
- (2) If disapproved at any level, notifies **requester**.
- (3) Recommends disbandment when appropriate, following same procedure as for establishment.

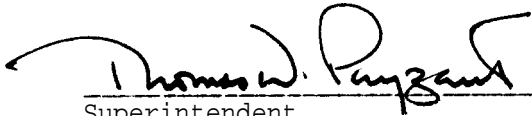
- D. 1. c. Assistant Superintendent, Community Relations and Integration Services Division-if approved by Superintendent's Cabinet, maintains file for reference.
2. Establishment of a NONPERMANENT Council, Conference, or Committee, and Committees Exempted Under C.4.a.
- a. Division head organizing a nonpermanent group within his/her own division informs Assistant Superintendent, Community Relations and Integration Services Division, by memorandum, at the time a group is established. (Title and membership is required.)
- b. Assistant Superintendent, Community Relations and Integration Services Division, maintains a file of nonpermanent committees for reference purposes; periodically submits a report of nonpermanent committees (by title only) to Superintendent's Cabinet.

E. FORMS AND AUXILIARY REFERENCES:

1. Request to Establish Permanent Council, Conference, or Committee, form available in each division office.

F. REPORTS AND RECORDS:

G. APPROVED BY:

  
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Superintendent