



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 9060

PAGE: 1 OF 11

CATEGORY: **Community Relations**

EFFECTIVE: **7-18-72**

SUBJECT: **District and School Level Councils and Committees**

REVISED: **12-07-2001**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the requirement for each school principal to establish a school level council/committee.
2. To provide administrative procedures governing district and school level councils and committees for consolidated application-funded projects.
3. To provide district requirements for establishment of a school level council/committee (see C.6. and Attachment 1).
4. **Related Procedures:**

Processing of advisory committee/council minutes	9065
Grievances and complaints by members	9010
Legal guidelines for meetings	9066
Release of student information	6525
5. Requirements for advisory councils/committees in schools are outlined in Attachment 1.
6. The current revision of this procedure makes changes that necessitate immediate implementation. **Please Note:** Additional revisions to the procedure are anticipated and will ensue immediately to conform with current and future district practice.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-2000, B-6000, C-2200, F-8800, K-1000, K-1500, K-2000, K-3000; Board Minutes, 10-3-72, 7-29-75, 9-5-78; Education Code Sections 35147, 52000 *et seq.*, 52176, 56190; Government Code Sections 54950 *et seq.*; California Code of Regulations, Title 5, Sections 4000 *et seq.*, 4312, 4423, 18146; FR-200.34.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the appropriate program office.
2. **Purpose.** The purpose of each school advisory committee is to meaningfully consult with the local principal and the school district regarding school problems, needs, and issues, and to strengthen two-way communication between the school and the community it serves, with the goal of increasing understanding, support, and

improvement of the educational programs in the district. Functions and responsibilities necessary to achieve this are outlined in this procedure.

3. **Definitions**

a. **School-level councils and committees**

- (1) **School Advisory Committee (SAC):** A committee of citizens, parents, teachers, and other staff members established in compliance with state and/or district regulations to meaningfully consult with the site principal on matters dealing with federally- and state-funded compensatory education programs and with other needs of the school; required in State Compensatory Education (SCE) schools and in ESEA Title I compensatory education program schools.

Note: At each school receiving SCE funds which are part of the School-Based Coordinated Program (SBCP), the SAC may elect to have the School Site Council (SSC) be its representative body for a period of up to two years.

- (2) **School Site Council (SSC):** A council of parents, community members, staff and (in secondary schools) students established to plan and approve the state-funded School Improvement Program, School-Based Coordinated Program, and School-Based Pupil Motivation and Maintenance Program; required at all schools with a School Improvement Program and/or a School-Based Coordinated Program and/or a School-Based Pupil Motivation and Maintenance Program. Optionally, the SSC may serve as advisory council for other programs requiring advisory councils where permitted and/or required by state law.
- (3) **Bilingual Advisory Committee (BAC):** A committee of parents and staff established to participate with the site principal in planning and reviewing bilingual education programs; required in schools with 21 or more limited English-proficient (LEP) students.

Note: The BAC can designate another school committee to perform its duties.

- (4) **Child Development Programs Governance Team:** A committee of parents, teachers, aides, support personnel, and representatives of community service agencies and the community at large established to advise the school on planning, developing, operating, and evaluating the State Preschool Program and Child Development Centers; required at all schools with a State Preschool Program and Child Development Center.
- b. **District-level councils and committees.** All of the following district-level councils and committees are subject to the Ralph M. Brown Act Public Meeting Law.
- (1) **District Advisory Council (DAC) for compensatory education programs:** A council of members representing each site's school advisory committee or school site councils established in compliance with state and district regulations to meaningfully consult with the district and to facilitate coordination and cooperation of parents, staff, and community for the benefit of compensatory education program participants.
 - (2) **District Bilingual Advisory Committee (DBAC):** A committee of representatives of school bilingual education advisory committees established to advise the district on programs and services for LEP students.
 - (3) **District Child Development Programs/State Preschools Governance Team:** A committee of parents, teachers, aides, support personnel, community agency representatives and representatives of the community at large established to advise the district on planning, developing, operating, and evaluating district preschool programs.
 - (4) **District Community Advisory Committee (CAC) for Special Education:** A committee of parents of individuals with exceptional needs (enrolled in public or private schools), parents of other students enrolled in school, students with disabilities, adults with disabilities, teachers (both regular and special education), representatives of community agencies, and persons concerned with the needs of individuals with exceptional needs, established to advise the district on development of the local plan for special education, assist in parent education, encourage community involvement supporting activities on behalf of students in special education programs, and assist in parent awareness of the importance of regular school attendance.

- (5) **District Advisory Committee for Gifted Education:** A committee of parents of gifted students, staff, and community representatives established to advise the Gifted and Talented Education (GATE) program staff on program planning and content, budget development, identification of students, and evaluation of the GATE program. Required by state law; meets monthly during the school year.
- (6) **District Migrant Education Program Parent Advisory Committee:** A committee of parent representatives whose children are enrolled in the Migrant Education Program at large established to actively solicit parental involvement in the planning, operation, and evaluation of the district Migrant Education Program.

4. **Responsibilities**

- a. The **Board of Education**, working through the administration, has the responsibility to:
 - (1) Develop policies, goals, and procedures for community involvement, including the identification of needs, problems, and concerns; establish goals, objectives, and priorities; and adopt programs to meet local community needs.
 - (2) Adopt general guidelines for establishment of school advisory committees and encourage community involvement.
 - (3) Establish communication with all segments of the community, including school advisory committees, parents, community groups, civic and business organizations, and others.
 - (4) Adopt plans for developing community understanding and support of schools.
 - (5) When practical, notify the principal (who shall in turn notify his/her advisory committees) of any anticipated action affecting enrollment, program, or facilities of the school.

- b. The **superintendent**, working under policies of the Board of Education, has the responsibility to:
- (1) Make decisions considering all factors bearing on a problem or need, including federal, state, and local requirements, as well as recommendations from advisory committees.
 - (2) Establish school advisory committees and other advisory committees as district needs and issues emerge.
 - (3) Provide administrative procedures for establishment, coordination, guidance, and direction of advisory committees.
 - (4) Provide staff support to schools in order to achieve adequate community involvement.
- c. The **school principal**, working under general direction of the superintendent and specific direction of the instructional leader has the responsibility to:
- (1) Establish a school advisory committee in accordance with adopted guidelines and procedures.
 - (2) Meaningfully consult with the committee on matters related to educational needs, problems, and possible priorities of the school and the district.
 - (3) Consider all advice, factors, and viewpoints bearing on a problem; make decisions in accordance with legal, policy, and procedural requirements of the district; consider recommendations of various staff, citizen, and student advisory committees.
 - (4) Meet with the school advisory committee and serve as liaison between the local community and district administration through established channels of communication.
- d. The **school advisory committee** has the responsibility to:
- (1) Meaningfully consult with the school principal on matters related to educational needs, problems, and suggested priorities of the school.

- (2) Meaningfully consult with the school principal regarding opinions and attitudes of staff, parents, and other citizens of the total school community on significant general issues (e.g., vocational education, counseling services, and standards of student behavior).
 - (3) Assist in establishing liaison between the school and individual families and in strengthening communication between the school and the community it serves.
 - (4) Assist in identifying educational needs and program solutions for the local school community.
 - (5) Assist in interpreting school and district needs and programs to the community.
 - (6) Meaningfully consult with the school on adaptation of district educational programs to local needs.
 - (7) Identify and make available community resources.
- e. The **School Site Council (SSC)** at a School Improvement Program, School-Based Coordinated Program or School-Based Pupil Motivation and Maintenance Program has the responsibility to:
- (1) Consider participation in the School-Based Coordinated Program and/or the continuation of the School-Based Coordinated Program.
 - (2) Develop and recommend a school site plan, which shall include:
 - (a) Curricula, instructional strategies, and materials responsive to the individual needs and learning styles of each pupil.
 - (b) Instructional and auxiliary services to meet the special needs of limited English-speaking pupils (including instruction in a language these pupils understand), educationally disadvantaged pupils, gifted and talented pupils, and pupils with exceptional needs.
 - (c) A staff development program for teachers, other school personnel, paraprofessionals, and volunteers, including those participating in special programs.
 - (d) Ongoing evaluation of the education program of the school.

- (e) Other activities and objectives as established by the council.
 - (f) The proposed expenditures of funds available to the school through the programs described in Education Code Section 52851. Proposed expenditures of funds available to the school through the programs described shall include, but not be limited to, salaries and staff benefits for persons providing service for those programs, including centralized services.
 - (g) The proposed expenditure of funds available to the school through the federal Improving America's Schools Act of 1994 (IASA) (20 U.S.C. Sections 6301, *et seq.*) and its amendments.
- (3) Annually review the school plan, establish a new budget and, if necessary, make other modifications in the plan to reflect changing needs and priorities.

5. Accountability and Responsibility for Decision Making

- a. With the *exception* of the School Site Council, all advisory groups, whether school, student, or staff, meaningfully consult on matters related to educational programs, policies, and procedures. Accountability and responsibility for decisions must rest with the administrator, who operates under delegated authority of the Board of Education. The principal must consider all factors and viewpoints bearing on a problem. Opposing points of view can be expected on many issues. The principal's decision must be made in accordance with legal, policy, and procedural requirements of the district.
- b. For a school implementing a School Improvement Program, School-Based Coordinated Program, or School-Based Pupil Motivation and Maintenance Program, the School Site Council is responsible for developing the program's plans and budgets, in addition to the duties described in C.4.e. The role of the principal in this process is limited to his/her membership on the council.
- c. Design of programs to meet the needs of students is the responsibility of the professional educator who must consider relationships and articulation with programs and activities, legal requirements, short- and long-term plans and goals, and policies and requirements established by the Board of Education. Such design would take into consideration recommendations of various local advisory committees.

- d. Responsibility for personnel matters (selection, assignment, and evaluation) at each school site rests with the principal or designee. Advisory committees may advise a principal of general concerns regarding students or district personnel; however, any challenge to the conduct or competence of an individual student or staff member must be pursued through procedures established by state law and/or school district regulations.
6. **All advisory committees** shall be constituted and operated in accordance with the following provisions. There may be exceptions for committees established under special state- or federally-funded projects whenever state or federal guidelines require otherwise.
- a. **Membership.** Members for each council or committee shall be selected as outlined in Attachment 1, District and School Level Councils/Committees Chart.
 - b. **Size.** Committees shall be of sufficient size, as recommended by the school principal, to ensure representation of a geographic and ethnic cross section of the community; normally, 10 to 20 members are desirable.
 - c. **Coordination of councils and committees.** In schools participating in more than one Consolidated Application Program requiring involvement of parents, staff, or other groups, coordination between advisory groups is necessary. In some cases, a single advisory body may serve several programs using a subcommittee approach; in other cases, separate councils or committees are required. Principals may contact the Consolidated Program Services office for technical assistance in structuring councils/committees to ensure program regulation and compliance.
 - d. **Availability and accessibility of records.** In order to ensure meaningful consultation, councils and committees shall have:
 - (1) A procedure giving purpose, function, and regulations of the committee.
 - (2) Ready access to federal and/or state documents governing programs.
 - (3) Access to all school program documents allowed by law.
 - (4) Direction from appropriate school district personnel to gain understanding of district programs and council/committee responsibilities.

- e. **Committee guidelines.** Councils and committees shall abide by the following guidelines:
- (1) Requirements regarding frequency of meetings, terms of office for members and officers, establishment of bylaws, and the like, are specified in appropriate federal or state program regulations in some cases. In other cases, such council/committee rules and procedures may be determined at the local level.
 - (2) The first official meeting of a properly constituted school advisory committee shall be held at each school no later than the last school day of the second month of the new school year. One item on the agenda of this meeting shall be a tentative determination of major items for study during the school year; this in no way prevents the committee from considering other topics as the need arises.
 - (3) The principal or designee shall be present at each meeting of the school advisory committee.
 - (4) Each school advisory committee shall elect its own chairperson. This may be done at any time after the annual election/selection of committee members, but not later than the last day of the second month of the new school year.
 - (5) Schools shall schedule regular school advisory committee meetings during the year. Additional unscheduled meetings may be called by joint agreement of the principal and the committee chairperson.
 - (6) In order for meetings to be official, a quorum consisting of a simple majority of members (excluding vacancies) shall be present.
 - (7) Minutes of school advisory committee meetings shall be processed in accordance with Procedure 9065.
 - (8) Upon written request of the school advisory committee chairperson, the principal may provide names and addresses of students for the exclusive purpose of contacting parents or guardians about committee activities. A written request for use of such lists shall set forth all reasons in support of the request. Under no circumstances shall a principal permit such lists to be used for purposes not directly pertinent to school-related business properly the concern of the school advisory committee under regulations of San Diego Unified School District. Such lists shall remain

property of the district and, except when actually being used by the school advisory committee, shall be in custody and control of the principal. Making copies of such lists by any person other than the principal or school employee designated by him/her is expressly prohibited (Procedure 6525).

- (9) When the SSC represents the SAC, parent/guardians of Title I/SCE students should be represented in the same percentage as the percentage of such students in the total school.

- f. **Public meeting and agenda notice requirements** for School Site Councils, School Advisory Committees and site Bilingual Education Advisory Committees. Effective July 20, 1994, Education Code Section 35147 was added to the law. The law applies to those councils and committees established to advise sites about State Compensatory Education, ESEA Title I, School Improvement Programs, School-Based Coordinated Program, School-Based Pupil Motivation and Maintenance Program, and Bilingual Education. This statute requires School Site Councils, School Advisory Committees, and site Bilingual Education Advisory Committees to comply with public meeting notice and agenda requirements for their meetings.

The public meeting notice and agenda requirements for the above-referenced councils and committees are:

- (1) The meeting shall be open to the public.
- (2) Any member of the public may address the council or committee during the meeting on any item that is within the subject matter jurisdiction of the council or committee.
- (3) Notice of the meeting shall be posted at the school site or other appropriate public place at least 72 hours prior to the meeting.
- (4) The notice shall specify the time, date, location of the meeting, and an agenda describing each act of business to be discussed or acted upon.
- (5) The council or committee may not act on any item not on the agenda unless a unanimous vote by members present is taken, finding there is a need to take immediate action and the matter arose since the posting of the agenda.

- (6) Questions or comments that do not have a significant effect on students or employees may be discussed even though they are not on agenda.
- (7) If procedural violations occur and any person so demands, the council or committee shall reconsider the item at its next meeting, after allowing public input.
- (8) Attachment 2 provides a sample agenda that may be used for these meetings.

g. **School Site Council, School Advisory Committee and Site Bilingual Education Advisory Committee public records.** Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 commencing with Section 6250 of Division 7 of Title 1).

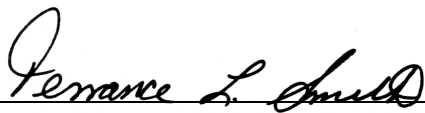
7. **Recognition Procedures (Certification and Decertification).** Prior to the first official meeting of the committee each year, the principal shall file a statement with the instructional leader indicating that the committee has been constituted in compliance with all requirements of board policy and district procedures. The statement shall include names and addresses of members.

D. IMPLEMENTATION (See guidelines in C.)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education