

SAN DIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

NO. 9065

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CLASSIFICATION COMMUNITY RELATIONS

EFFECTIVE 10-17-72

SUBJECT PROCESSING OF ADVISORY
COMMITTEE/COUNCIL MINUTES

REVISED 9-18-78

A. PURPOSE AND SCOPE:

1. To provide guidelines for processing advisory committee/council minutes, and for handling advisory committee/council referrals or requests to administration and Board of Education.

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy; Board Minutes, a-28-73.

C. GENERAL:

1. Originating Office: Suggestions or questions concerning this procedure should be directed to Community Relations and Integration Services Division.
2. Recommendations Referred to Administration by Recommendation of Advisory Group and Principal
 - a. Any recommendation of an advisory group, as contained in the minutes, that is within responsibility of the principal is responded to by him/her.
 - b. Any recommendation of an advisory group that is beyond responsibility of the principal is referred by him/her to the proper administrative office for response, or to appropriate division office.
 - c. Any recommendation of an advisory group that is a matter of **district** policy, not within the purview of general administration, is referred by the principal through channels to the superintendent. Superintendent responds or places the item on agenda for board discussion.

If a recommendation requires board consideration, it is included on Board of Education meeting agenda. Division office involved advises principal of such referral, and subsequent disposition pursuant to direction of the board.

3. Direct Communication from Advisory Group to Board of Education on General Issues

- a. A majority vote recommendation from an advisory group direct to Board of Education on general issues is placed on the board agenda under "Communications" section with a proper notation as to disposition ("Refer to Superintendent," "Board Discussion," or "Acknowledge";. There will be written acknowledgement from Board of Education (or designee) as to action taken on the communication.

NOT REVISED

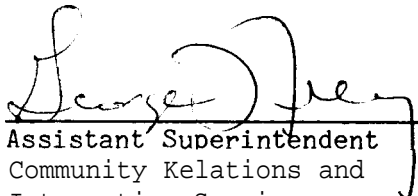
- C. 3. b. Direct communication from an advisory group to Board of Education normally will delay administrative consideration because of the time between board meetings.
- 4. Requests for information are handled by the principal and/or appropriate division office upon request of the principal.

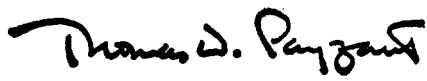
D. IMPLEMENTATION: See Section C.

E. FORMS AND AUXILIARY REFERENCES:

F. REPORTS AND RECORDS:

G. APPROVED BY:


Assistant Superintendent
Community Relations and
Integration Services


Superintendent