

DISTRICT ADVISORY COMMITTEES**A. Purpose**

The district advisory committee provides a method whereby the public and educators can understand better the attitudes and opinions which are held in the school-community environment. Such a committee shall have as its purpose improved communication and understanding. It is not the intention that advisory committees become policy-making bodies or that they manage or direct the schools. Committees are advisory in nature only; that is, they inquire, inform, suggest, recommend. It is assumed, however, that through improved understanding and information, the district can and will move in the direction of clearly demonstrated needs and desires of the community to be served, particularly its quest to attain excellence through equity.

B. Roles

Committees established/approved by the Board of Education are responsible to the Board, the superintendent in his/her capacity as Secretary to the Board of Education, or a designated representative. Committees shall function as recommending agencies.

Each committee shall serve for a specific purpose to be stated to the committee at the time it is formed. The committee shall then begin its work which, when completed, will result in recommendations to the Board and the superintendent.

C. Functions

The central district goal is to provide excellence through equity for every pupil. It is expected that district advisory committees will contribute to the attainment of this goal. The committee's functions may include but shall not be limited to the following:

1. To improve joint exploration of future school needs regarding the community's aspirations and the improvement of school programs.
2. To advise in identifying, mobilizing and coordinating resources, both human and material, available from the community for the benefit of the schools.
3. To advise in providing support for educational programs.
4. To act as a sounding board for additions to or changes in the school district's education projects.
5. To keep the Board informed of the committee's progress and activities, and advise regarding the committee's recommendations, proposals and decisions.

D. Responsibilities

District advisory committees may have the responsibility to:

1. Advise the Board on matters related to educational needs, problems, funding and budget needs, and suggested priorities.

2. Advise the Board regarding opinions and attitudes of parents and/or guardians and other members of the total school community on significant issues of a general or specified nature.
3. Advise in establishing liaison with, and strengthening communication between the district and the communities it serves.
4. Advise in identifying educational needs unique to a local school community.
5. Advise the Board on adoption of educational programs.
6. Approach all issues from an objective, neutral party point of view.

E. Conflict of Interest

When a conflict of interest is possible, a committee member shall abstain from the discussion and the vote.

F. Membership

All residents of the district attendance area, all parents and/or guardians of children currently enrolled in its schools, school employees, and experts/professionals as stipulated in these Guidelines shall be eligible for membership and participation. Exceptions are at the discretion of the Board.

1. Size

The committees shall consist of a minimum of seven (7) and a maximum of fifteen (15) voting members.

2. Representation

Committee members shall be selected in a manner to provide reasonable geographic, socioeconomic and ethnic representation from both Santa Monica and Malibu. No person, however, may be excluded from nomination because of race, color, creed, religion, sex, sexual orientation or identity, disability, or expressed opinions so long as that person can assume an objective point of view in all committee deliberations. It is crucial that the district seek, with diligence, robust parent and/or guardian representation on each committee.

3. Duration

It is intended that committee members be appointed by the Board for a three-year term. Following the expiration of that term, a committee member wishing to continue to serve on that committee can apply for two additional three-year terms. Any extension beyond these terms are at the discretion of the Board of Education.

4. Selection of Members

Members of the community wishing to serve on a committee shall submit a completed application for that committee to the Superintendent. Applications will be reviewed by the Board liaison(s) or by a duly appointed subcommittee of the Board. Committee members shall be appointed or approved by the Board of Education, and serve thereafter at the pleasure of the Board. Once the Board has made an appointment, the

superintendent shall inform the newly approved committee member, the administrator co-chairperson, and the voting committee co-chair.

Applications for appointment to district advisory committees may be submitted at any time during the year. Applications may be considered for board approval more frequently than once per semester if a committee's membership is at risk of falling below the minimum of seven members.

5. Vacancies

When a vacancy occurs, the administrator co-chairperson shall inform the Superintendent of the vacancy. A press release announcing the vacancy shall be issued to and an advertisement shall be taken out with the local press, PTA school newsletters, other appropriate publications, and channels consistent with the district's goal of robust, diverse membership. The application process will follow as outlined in section F.4. The individual chosen to fill the vacancy shall serve only until the end of the term of the position which he/she was appointed to fill.

6. Termination of Membership

A committee member shall no longer hold membership should he/she cease to be a resident of the district or no longer meet the membership requirements under which he/she was appointed.

Membership shall automatically terminate any member who is absent from all regular meetings for a period of four (4) consecutive meetings or a total of five (5) meetings within the year.

A member may be removed from a committee by an affirmative 2/3 vote of the Board of Education.

G. Officers

1. Officers

The officers of a district advisory committee shall be a non-voting ex-officio administrator co-chairperson, a voting co-chairperson, a secretary, and such other officers as a committee may deem desirable.

2. Election and Term of Office

The voting co-chairperson and the secretary of a district advisory committee shall be elected at the committee's annual organizational meeting, to be held no later than October 1. They shall serve one (1) year. The administrator co-chairperson shall be appointed by the Superintendent.

3. Notification

The Board and superintendent shall be presented with a list of officers following the election at the annual organizational meeting.

4. Definition of Roles

It is important that each member of a district advisory committee understand his/her own role as well as the roles of the other members. By an understanding of these roles the

committee will better fulfill its responsibilities and functions. The roles of committee members are as follows:

a. Committee Co-chairpersons

- (1) Work closely with the other officers of the committee to plan each meeting and make proper notification of meetings to each member.
- (2) Prepare the agenda for each meeting.
- (3) Preside at all meetings, maintain order and see that the meeting is properly adjourned.
- (4) Take general responsibility for the maintenance of committee minutes and other records.
- (5) See that business is ordered, considered and disposed of properly.
- (6) Report to the Board of Education directly on behalf of the committee. Thus, comments by individual members shall not be construed as the committee's position.
- (7) Are impartial, conscientious arbiters of discussion and debate and insist on fairness in the actions and debate of the members.
- (8) Are responsive to the concerns of all members and visitors.
- (9) Direct the preparation of reports of the actions of the committee and submit them to the Superintendent.
- (10) Arrange for the typing, reproduction and distribution of all agendas, minutes, reports, letters and other records and communications of the committee.
- (11) Arrange any resource allocations needed by the committee to carry out designated functions. All such allocations shall be approved by the Superintendent.

b. Secretary

- (1) Keeps accurate, complete minutes of all meetings, both regular and special, and promptly transmits them to the co-chairpersons.
- (2) Is custodian of the committee's records.
- (3) Sees that all notices are duly given.
- (4) Keeps the committee's membership and attendance records, including the contact information of each member.
- (5) Keeps a list of special duties of the members.
- (6) Prepares a copy of the order of business for the presiding officer and reminds the presiding officer of the order of business and time limitations, when necessary.

- (7) Performs all duties incident to the office of secretary and such other duties as may be assigned to the office by the chairperson or by the committee.
- (8) Keeps on file a summary written report of actions of the committee.

c. All Members

- (1) Participate regularly in committee meetings and carry out committee assignments.
- (2) Become knowledgeable about the topics to be considered by the committee and their impact on the District.
- (3) Serve as a communications link between the committee and any group they may represent, keeping such groups informed of actions and activities of the committee.
- (4) Avoid use of committee membership/position for personal purposes.
- (5) Conduct him/herself in a dignified and professional manner, treating everyone with civility and respect.

d. Board Members

Applies when Board members are appointed as liaison members to a committee.

- (1) Provide liaison between the committee and the Board of Education. Keep the Board informed of discussion and actions of the committee(s).
- (2) Represent the position of the entire Board in all committee deliberations on subjects where the Board has taken a position.
- (3) May not serve as an officer of a committee.
- (4) Are not voting members.

H. Meetings

All meetings of committees shall be held as open meetings in compliance with the Ralph M. Brown Act, also known as the Open Meeting Act of the State of California. It is the intent of the Board of Education that each District Advisory Committee shall exercise reasonable effort to schedule one to two meetings in Malibu each school year. Board appointed Ad Hoc Advisory Committees and Oversight Committees shall establish meeting schedules that best meet the requirements of their respective charges.

1. Regular Meetings

District advisory committees shall establish a calendar of regular monthly meetings for the school year at their annual organizational meeting. Meetings shall be scheduled to permit the greatest number of members to attend. Posting of these meetings must comply with the Ralph M. Brown Act.

2. Special Meetings

Special meetings may be called by the chairperson, by majority vote of a committee, or at the request of the Board of Education and/or superintendent. Posting of these special meetings must comply with the Ralph M. Brown Act.

3. Place of Meetings

All regular meetings shall be held within the geographical boundaries of the school district.

4. Notice and Openness of Meetings

All meetings of committees shall be held as open meetings in compliance with the Ralph M. Brown Act, also known as the Open Meeting Act of the State of California.

5. Agenda

The co-chairpersons shall be responsible for preparation of the agenda for each meeting. When appropriate, the agenda shall include an opportunity for presentation of new business from the floor, and shall provide for public comment.

A committee member may request that a matter within the jurisdiction of the committee be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the chairperson with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The co-chairpersons shall decide whether a request is within the subject matter jurisdiction of the committee. Items not within the subject matter jurisdiction of the committee may not be placed on the agenda.

The co-chairpersons shall decide whether an agenda item is appropriate for action, discussion, or information.

6. Quorum

A quorum consists of a simple majority of the committee.

7. Decisions

All decisions of the district advisory committees shall be made only upon an affirmative vote of a majority of its members in attendance, provided a quorum is present.

8. Minutes

Minutes shall be kept for each meeting and submitted for approval at the next meeting. The minutes of the meeting shall be made available for any interested person or group.

9. Subcommittees

Subcommittees may be established as necessary.

10. Ad Hoc Committees

Ad Hoc committees may be established as necessary.

I. Goal Setting

After consulting with the committee, the co-chairpersons and Board liaison(s) shall draft the committee's goals and/or deliverables for the school year and submit the goals and/or deliverables for approval by the Board of Education no later than the end of October. The goals and/or deliverables shall align with and support the District's central focus on Excellence through Equity. The co-chairpersons shall provide the Board of Education with an update regarding the process of meeting these goals and/or deliverables in an informational item to the Board at a regular meeting no later than February each year. No later than June of each year, the committee shall make an End-of-Year report to the Board of Education regarding the achievement of its goals and/or deliverables.

J. Orientation

Orientation and general information shall be provided for district advisory committees at least annually. In-service training shall be provided by the District and will address the Ralph M. Brown Act, overview of the vision and purpose of district advisory committees, and parliamentary procedure/effective meeting management.

K. Limitations

Reproductions of district advisory committee products, such as newsletters, handbooks and public communications must be previewed and approved by the Superintendent or his/her designee prior to distribution; such approval shall not be unreasonably withheld or delayed.

Responsibility for the establishment of policy is vested by law in the district's elected Board of Education.

L. District Support

The Board may establish an operation budget for a committee. The administrator co-chairperson shall see that reasonable committee needs for typing services, franking assistance, duplicating services, in-service education, conference/convention attendance, etc., are met.

M. Expenses, Travel, and Reimbursement

When the Board approves a request by a committee that members be authorized to attend a conference, visit an educational facility, or otherwise participate in an activity which involves expense to the member in carrying out the mission of the committee, the Superintendent is authorized to reimburse the member for expenses only.

IV. RELATED FORMS

Application for Membership District Advisory Committee(s)

Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

adopted: March 10, 1994

revised: January 5, 2006; March 18, 2010; June 30, 2011; November 17, 2016