

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Superintendent
Issue No: 3
Date: 11/16/15
Page: 1 of 2
Reference: GC 815.2, 820.9

ARTICLE: 1.0 GOVERNING BOARD
1.15 BOARD ADVISORY COMMITTEES

SECTION 1.15.1 BOARD ADVISORY COMMITTEES

When establishing a Board Advisory Committee (BAC), the Board shall determine the committee's name, purpose, goals and duties, and any stakeholder groups or areas of expertise to be represented on the committee. Individuals interested in being on a BAC shall be required to submit an application to the Executive Assistant to the Board of Education. Information on the BACs and the application process can be found on the District website. All applications received will be forwarded to each member of the Board of Education for review and consideration.

Committee Duties

Duties required of all committees shall, at minimum, include the following:

1. The committee shall meet a minimum of four times during the school year and shall establish and publish a meeting schedule.
2. The committee shall publish minutes from each meeting on the district website.
3. The committee shall issue a written report to the Board a minimum of once each year with findings and policy recommendations.

Membership

Each Governing Board member shall appoint one (1) committee member and the remainder of the membership shall be selected by the Board. Membership recruitment and/or new appointments may be ongoing throughout the year as determined necessary by the Board. Applications for appointment to the Board advisory committees may be submitted to the Board President at any time during the year.

One Board member and one alternate Board member may be appointed as non-voting members to each Board Advisory Committee by a majority vote at a regular meeting of the Board. The Board member may not serve as an officer of that committee, i.e., Chair, Vice-Chair or Secretary. The alternate Board member will attend a committee meeting if the appointed member is not able to attend.

As much as possible, committee membership shall reflect gender parity and be consistent with the racial/ethnic make-up of the District. Committee members may include, as appropriate, parents/guardians of school-aged children, non-parent/guardian community members, and district employees.

In order to carry out the purpose and duties of the committee, any stakeholder groups or desired areas of expertise identified by the Board shall also be represented on the committee.

Members shall be appointed for one (1) year and may be reappointed for additional terms.

Members of advisory committees are not vicariously liable for injuries caused by the act or omission of the District or a committee and are not liable for injuries caused by an act or omission of a committee member acting within the scope of his/her role as a member of the committee. However, a member may be liable for injury caused by his/her own wrongful conduct. (Government Code Sec. 815.2, 820.9)

Resignation or Removal

The Board President is authorized to accept letters of resignation from individual committee members and shall report this information to the other Board members.

Any member of a committee who misses two (2) meetings in one year may be removed from the committee.

The individual/group that originally appointed the resigning or removed member shall appoint a replacement member.

Committee Charge

When Board advisory committees are created, committee members shall receive written information, including, but not limited to:

1. The committee members' names;
2. The procedure to be used in selecting a committee chairperson and other committee officers;
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee;
4. The purpose, goals and duties of the committee;
5. The specific period of time that committee members are expected to serve;
6. Legal requirements regarding meeting conduct and public notifications;
7. Resources available to help the committee perform its tasks;
8. Timeline for progress reports and/or final report;
9. Relevant Board policies and administrative procedures.