

Committee Charge

When committees are appointed, committee members shall receive written information which includes, but is not limited to:

1. The committee members' names
2. The procedure to be used in the selection of the 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 goals and specific charge(s) of the committee, including its topic(s) for study
5. The specific period of time that the committee is expected to serve
6. Legal requirements regarding meeting conduct and public notifications
7. Resources available to help the committee perform its tasks
8. Timelines for progress reports and/or final report
9. Relevant Board policies and administrative regulations

Committees Subject to Brown Act Requirements

Brown Act requirements pertaining to open meetings, notices, and public participation pursuant to Government Code 54950-54963 shall be complied with by any committee created by formal action of the Governing Board, including, but not limited to, the following:

1. Advisory committee established pursuant to Education Code 8070 related to career technical education
2. Committee established to assist in development of a student wellness policy pursuant to 42 USC 1758b
3. Committee established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property
4. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3

Committees Not Subject to Brown Act Requirements

The following committees shall comply with procedural meeting requirements established in Education Code 35147:

1. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan
2. School site councils established pursuant to Education Code 65000-65001 to develop and approve a school plan for student achievement
3. District or school advisory committees established pursuant to Education Code 52176 related to programs for English learners
4. School advisory committees established pursuant to Education Code 54425(b) related to compensatory education
5. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs
6. School committees established pursuant to Education Code 11503 related to parent involvement
7. Advisory committees established pursuant to Education Code 56190-56194 related to special education

Meetings of the above councils or committees shall be open to the public, and any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its subject matter jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate location accessible to the public at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item of business not listed on the agenda until after all members present vote unanimously finding that there is a need to take immediate action and that this need came to the council's or committee's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on district students or employees or that can be resolved solely by providing information. (Education Code 35147)

Any council or committee violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, after allowing for public input on the item. (Education Code 35147)

Any materials provided to a council or committee shall be made available to any member of the public upon request pursuant to the California Public Records Act, Government Code 7920.00-7930.215. (Education Code 35147)

Committees Created by Superintendent

Committees created by the Superintendent or designee that do not report to the Board and are not specified in Education Code 35147, shall not be subject to the requirements of the Brown Act or Education Code 35147.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 11503	<u>Parent involvement programs in Title I schools</u>
Ed. Code 15278-15282	<u>Citizens' oversight committee</u>
Ed. Code 15359.3	<u>School facilities improvement districts</u>
Ed. Code 17387-17391	<u>Advisory committees for use of excess school facilities</u>
Ed. Code 35147	<u>School site councils and advisory committees</u>
Ed. Code 44032	<u>Travel expense payment</u>
Ed. Code 52060	<u>Local control and accountability plan</u>
Ed. Code 52176	<u>Advisory committees; limited-English proficient students program</u>
Ed. Code 54425	<u>Advisory committees; compensatory education</u>
Ed. Code 54444.1-54444.2	<u>Parent advisory councils; services to migrant children</u>
Ed. Code 56190-56194	<u>Community advisory committee; special education</u>
Ed. Code 62002.5	<u>Continuing parent advisory committees</u>
Ed. Code 64001	<u>School plan for student achievement; consolidated application programs</u>
Ed. Code 65000-65001	<u>School site councils</u>
Ed. Code 8070	<u>Career technical education advisory committee</u>
Gov. Code 54950-54963	<u>The Ralph M. Brown Act</u>
Gov. Code 7920.000-7930.215	<u>California Public Records Act</u>
Gov. Code 810.2	<u>Tort claims act; definition of employee</u>
Gov. Code 810.4	<u>Tort claims act; definition of employment</u>
Gov. Code 815.2	<u>Injuries by employees within scope of employment</u>
Gov. Code 820.9	<u>Members of local public boards not vicariously liable</u>

Federal	Description
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42 USC 1758b Local wellness policy

Management Resources	Description
Court Decision	Frazer v. Dixon Unified School District (1993) 18 Cal.App.4th 781
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>California Department of Education</u>
Website	<u>CSBA</u>

Cross References

Code	Description
0000	<u>Vision</u>
0200	<u>Goals For The School District</u>
0400	<u>Comprehensive Plans</u>
0420	<u>School Plans/Site Councils</u>
0420	<u>School Plans/Site Councils</u>
0430	<u>Comprehensive Local Plan For Special Education</u>
0430	<u>Comprehensive Local Plan For Special Education</u>
0440	<u>District Technology Plan</u>
0440	<u>District Technology Plan</u>
0450	<u>Comprehensive Safety Plan</u>
0450	<u>Comprehensive Safety Plan</u>
0460	<u>Local Control And Accountability Plan</u>
0460	<u>Local Control And Accountability Plan</u>
0500	<u>Accountability</u>
1000	<u>Concepts And Roles</u>
1100	<u>Communication With The Public</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3-E(1)	<u>Uniform Complaint Procedures</u>
1312.3-E(2)	<u>Uniform Complaint Procedures</u>
1330.1	<u>Joint Use Agreements</u>
1340	<u>Access To District Records</u>
1340	<u>Access To District Records</u>

1431	<u>Waivers</u>
1700	<u>Relations Between Private Industry And The Schools</u>
2000	<u>Concepts And Roles</u>
2120	<u>Superintendent Recruitment And Selection</u>
2230	<u>Representative And Deliberative Groups</u>
3100	<u>Budget</u>
3100	<u>Budget</u>
3220.1	<u>Lottery Funds</u>
3231	<u>Impact Aid</u>
3280	<u>Sale Or Lease Of District-Owned Real Property</u>
3280	<u>Sale Or Lease Of District-Owned Real Property</u>
3312	<u>Contracts</u>
3350	<u>Travel Expenses</u>
3430	<u>Investing</u>
3430	<u>Investing</u>
3460	<u>Financial Reports And Accountability</u>
3460	<u>Financial Reports And Accountability</u>
3510	<u>Green School Operations</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
4156.2	<u>Awards And Recognition</u>
4256.2	<u>Awards And Recognition</u>
4356.2	<u>Awards And Recognition</u>
5030	<u>Student Wellness</u>
5126	<u>Awards For Achievement</u>
5126	<u>Awards For Achievement</u>
5141.52	<u>Suicide Prevention</u>
5141.52	<u>Suicide Prevention</u>
5142.2	<u>Safe Routes To School Program</u>
5142.2	<u>Safe Routes To School Program</u>
6011	<u>Academic Standards</u>

6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6141	<u>Curriculum Development And Evaluation</u>
6141	<u>Curriculum Development And Evaluation</u>
6142.8	<u>Comprehensive Health Education</u>
6142.8	<u>Comprehensive Health Education</u>
6146.11	<u>Alternative Credits Toward Graduation</u>
6146.11	<u>Alternative Credits Toward Graduation</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1-E(1)	<u>Selection And Evaluation Of Instructional Materials</u>
6170.1	<u>Transitional Kindergarten</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
6172	<u>Gifted And Talented Student Program</u>
6172	<u>Gifted And Talented Student Program</u>
6173.4	<u>Education For American Indian Students</u>
6174	<u>Education For English Learners</u>
6174	<u>Education For English Learners</u>
6175	<u>Migrant Education Program</u>
6175	<u>Migrant Education Program</u>
6178	<u>Career Technical Education</u>
6178	<u>Career Technical Education</u>
6178.1	<u>Work-Based Learning</u>
6178.1	<u>Work-Based Learning</u>
6181	<u>Alternative Schools/Programs Of Choice</u>
6181	<u>Alternative Schools/Programs Of Choice</u>
7110	<u>Facilities Master Plan</u>
7150	<u>Site Selection And Development</u>
7150	<u>Site Selection And Development</u>
7213	<u>School Facilities Improvement Districts</u>

7214	<u>General Obligation Bonds</u>
7214	<u>General Obligation Bonds</u>
7310	<u>Naming Of Facility</u>
9005	<u>Governance Standards</u>
9130	<u>Board Committees</u>
9140	<u>Board Representatives</u>
9310	<u>Board Policies</u>
9320	<u>Meetings And Notices</u>
9321	<u>Closed Session</u>
9321-E(1)	<u>Closed Session</u>
9321-E(2)	<u>Closed Session</u>
9323	<u>Meeting Conduct</u>