

ADVISORY COUNCILS/COMMITTEES

1.0 PHILOSOPHY

The Board recognizes the importance of developing and maintaining educational programs and services that represent a synthesis of the best community and professional views. The Board believes this can best be achieved through the exchange of information and ideas among the Board, the staff, and the public.

One of the most effective means for the Board and the Superintendent to obtain informed citizen opinion, and for citizens to gain an understanding of Office operations and goals, is through the establishment of advisory councils/committees. This regulation defines guidelines for the formation and general operation of advisory councils/committees in the Office.

2.0 TYPES AND FUNCTIONS OF ADVISORY COUNCILS/COMMITTEES

The types of advisory councils/committees are as far ranging as the programs and services they address. They can, however, be generally grouped into two categories: discretionary and mandated.

2.1 Discretionary Advisory Councils/Committees

Citizens' advisory councils/committees may be appointed when they are deemed necessary or helpful. These councils/committees are expected to promote a finer educational program by providing a mechanism for a free exchange between the community, the staff, the Superintendent, and the Board. Generally, members of a citizens' advisory council/committee are expected to help collect facts, organize and study them, and make recommendations to the Board and Superintendent.

2.2 Mandated Advisory Councils/Committees

Certain programs, particularly those which are specially-funded, are required by law to have advisory councils/committees. For the most part, these councils/committees function in the same manner as discretionary councils/committees. However, in some instances, funding requirements and conditions give these councils/committees some quasi-policy making powers, such as budget sign-off authority.

3.0 AUTHORITY

References: BP 1230

Approved: 10/14/80

Revised: 11/16/81

Santa Clara County
Superintendent of Schools

All mandated advisory councils/committees shall operate strictly within the parameters set by law and/or funding conditions, and their authority shall in no way supersede the authority of the Board or the Superintendent.

It is in no way intended that councils/committees, either discretionary or mandated, become policy-making bodies or that they manage or direct the programs of the Office.

4.0 FORMATION OF ADVISORY COUNCILS/COMMITTEES

The Board may establish advisory councils/committees when such councils/committees are deemed necessary or beneficial to the Office. The Superintendent, community members and groups may recommend to the Board that advisory councils/committees be formed to meet specific needs. Office staff may also recommend that advisory councils/committees be established to meet specific needs. Staff recommendations shall be reviewed by the Superintendent's Council and forwarded to the Board through the Superintendent for consideration. Mandated advisory councils/committees shall be formed pursuant to and in conformance with all legal requirements.

When any advisory council/committee is formed, it shall be given a formal charge descriptive of its function and responsibility. Any subsequent modification of that charge shall be approved by the Board.

5.0 REPORTING OF ADVISORY COUNCIL/COMMITTEE STATUS AND PROGRESS

5.1 Reporting Status

A central file of information regarding all advisory councils/committees shall be maintained by the Superintendent or his/her designee. Information items for each of the councils/committees shall include:

- a. Name of the council/committee;
- b. Program/service it addresses;
- c. Contact persons (i.e., program person and chairperson);
- d. Date the council/committee was established;
- e. Charge of the council/committee (i.e., brief description of function/responsibilities);
- f. Indication of whether council/committee has bylaws; and
- g. Current listing of members, including identification of each (e.g. parent, staff member, etc.)

It shall be the responsibility of division heads to ensure that the Superintendent or designee is provided with current information for the central file. The Superintendent or

designee shall be responsible for providing to the Board the central file of advisory council/committee information once each year.

5.2 Reporting Progress

Advisory councils/committees shall report their progress to the Board at least once each year. Progress reports shall be written and, as appropriate, shall be presented orally during a regular meeting of the Board. When an advisory council/committee presents information to the Board, that presentation shall be made jointly by the chairperson of the committee and the manager of the program addressed by the committee. The information presented shall also be forwarded to the Superintendent through the appropriate Assistant Superintendent.

The Superintendent or designee shall be responsible for scheduling advisory councils/committees' Board presentations.