

Berkeley Unified School District  
**Board of Education: Policy Sub-Committee Meeting**  
**AGENDA**

November 18, 2015

**3:30 – 4:30 p.m.**

**Superintendent's Conference Room**

2020 Bonar Street

Berkeley, CA 94702

(510) 644-8764

***The Berkeley Unified School District intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please call the Superintendent's Office 48 hours prior to the meeting at [510-644-6206](tel:510-644-6206)***

El Distrito Escolar Unificado de Berkeley tiene la intención de proporcionar adaptaciones especiales en conformidad con el *Americans with Disabilities Act of 1990* (Ley de Americanos con Discapacidades de 1990). Si usted desea una adaptación especial, por favor comuníquese con el personal de la Oficina del Superintendente 48 horas antes de la reunión al [510-644-6206](tel:510-644-6206).

1. Call to Order/Approve Agenda
2. Public Comment – 3 minutes per speaker (limited to 15 minutes)

**ACTION ITEMS**

1. Approve Board Policy Subcommittee minutes of October 28, 2015 (pg.2)
2. Discipline – Proposed Student Intervention Outline (pg. 4)
3. Enrollment BP 5117 and AR 5117.1 (pg. 6)
4. Board Bylaws – 9100-9130 (pg. 10)

Remarks from President Appel regarding transition from Board Policy Subcommittee

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Board Policy Subcommittee Minutes – October 28, 2015**  
Superintendent’s Conference Room  
3:30 – 4:30 p.m.

Judy Appel – President  
Josh Daniels – Chair

Meeting called to order by President Appel at 3:40 p.m.

**Approve Agenda**

Daniels /Appel and approved 2-0

**Public Comment**

Attorneys from East Bay Community Law Center (EBCLC) discussed their submission of Key Issues to Address in Revising BUSDs School Discipline Policy. This document was presented to the Committee as a possible aid in developing a new student discipline policy. Part of the discussion focused on the issues involved, relevant law and proposed policy recommendations.

One of the concerns expressed was BUSD’s position that zero-tolerance cases cannot be settled prior to a suspended expulsion hearing. Dr. Susan Craig, Director of Student Services, countered that the District only initiates expulsion when one of the five zero-tolerance charges is violated.

Also explored was the use of restorative justice in sexual harm cases. Dr. Craig offered that the OCR does not recommend using restorative practices for sexual violence cases. EBCLC says research shows that restorative justice can be used as an alternative to expulsion or as part of a rehabilitation plan. EBCLC suggest that restorative justice and PBIS should be used whenever the law permits and when suspension is not needed to address an immediate safety concern.

There was discussion about providing suspended students with classwork and some form of instruction rather than miss months of critical instruction.

Clarity was suggested about the role of law enforcement around police presence and their roles and responsibilities at schools. It was recommended that the Committee consider drafting a policy and MOU with the BPD. In that same vein, it could be useful to have a policy that addresses the sharing of confidential student information between schools, the police and the district attorney.

Finally, the issue of expunging student records was discussed. A policy could be crafted that allows for automatic expungement at the end of the term or prior to the time students apply for college.

### **Discipline Policy discussion**

Director Daniels discussed the process to develop the policy. He proposed a two-prong process, one part to be completed by July 2016 with the second half being finalized by July 2017.

President Appel prefers an overarching policy around suspensions and discipline and suggests rewriting AR and BP 5144.1, the suspension and expulsion policy. She also would like to incorporate language from the Willful Defiance Resolution approved by SFUSD. Further, the Restorative Practices Group can take a look at prevention, intervention and supported re-entry into the school community. All interested stakeholders would then review the draft.

President Appel would like to have an evaluation of the PBIS and Toolbox methods used by the District.

Director Daniels will prepare an outline for BP and AR 5144.1, adding restorative justice components,

### **Approval of Board Policy Committee Minutes – October 14, 2015**

Daniels/Appel and approved 2-0

### **Bylaws**

Approval of Bylaws 9131 and 9132

Daniels/Appel and approved 2-0

Refer to Construction Oversight and Facilities and Maintenance Committees for approval

### **Next Policy meeting agenda items:**

Bylaws 9100, 9124 and 9130

**Meeting adjourned by President Appel at 4:40 p.m.**

## Outline for Student Intervention Policy(s)

- Definitions
- Purpose
- Types of misconduct
  - List those in statute (48900)
  - Others?
- Process
  - Who determines the facts
  - Who determines the type(s) of misconduct
  - Who determines the intervention(s)
- Types of interventions [levels not based in statute but created to help categorize interventions]
  - Level 1 (no misconduct needed)
    - e.g., COST meeting, family-teacher conference, tutoring, etc.
    - e.g., ATOD counseling, mental health counseling, anger management, etc.
  - Level 2
    - e.g., removal from class, restitution, prohibited from attending school-related activities, etc.
  - Level 3
    - e.g., attend restorative circle, on-site suspension, off-site suspension, etc.
  - Level 4
    - e.g., reassignment to another site/program, suspended expulsion, enforced expulsion [I think that's it]
- Limitations on interventions
  - Jurisdiction
  - Age
  - Others?
- Rights of accused and impacted students [different for each type of intervention]
  - Involvement of family
  - Due Process
  - Privacy
  - Access to instruction during intervention
  - Expungement
  - Information for legal representation
- Law enforcement involvement
  - When is law enforcement contacted
  - Who contacts law enforcement
  - Who is said to law enforcement
- Settlement process
  - What is the process for settling
- Follow up on interventions
- Data/Tracking on interventions

I'm also thinking that a table may help organize, understand, and communicate the policy(s)

Type of misconduct	Who determines...		Possible interventions	Limitations on interventions	Rights of accused student	Rights of impacted students
	... facts	... type(s) of misconduct				
Level 1						
Level 2						
Level 3						
Level 4						

**Berkeley Unified School District**  
**Board Policy 5117 Students**  
Inter-district Attendance

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. Because of capacity issues within the district and due to limited resources, the Board will consider approving such transfers on a case-by-case basis through an inter-district transfer agreement with another school district. In the case of a student wishing to transfer into the district, the request will be considered when class enrollment or program availability will permit the attendance of an out-of-district student.

Requests for residents of the district to attend school in another school district or for non-residents to attend school in the district may be considered provided seating capacity in schools can accommodate the request at the relevant grade level and when an inter-district agreement exists between that school district and the district.

Further, the Board believes the educational experience available to inter-district students is a privilege. Inter-district applicants should meet identified standards for admission into the district and these standards should be maintained throughout each school year.

Legal Reference:

EDUCATION CODE

**41020** Annual district audits

**48300-48316** Student attendance alternatives, school district of choice program < not applicable?

**46600-46611** Interdistrict attendance agreements

**48204** Residency requirements for school attendance

**48209-48209.17** Student attendance alternatives

**48350-48361** Open Enrollment Act

**48900** Grounds for suspension or expulsion; definition of bullying

**48915** Expulsion; particular circumstances

**48915.1** Expelled individuals: enrollment in another district

**48918** Rules governing expulsion procedures

**48980** Notice at beginning of term

**52317** Regional occupational center/program, Enrollment of students, inter district attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles  
County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98  
Cal.App.4th 1275

Management Resources:

CSBA PUBLICATIONS

Transfer Law Comparison, Fact Sheet, March 2011

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Adopted: February 6, 2002 Berkeley, California

DRAFT

**Berkeley Unified School District**

**AR 5117.1 Students**

Inter-district Attendance Agreement

The Superintendent or designee may grant initial requests for inter-district attendance permits depending on district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny the student continued attendance because of overcrowded facilities at the relevant grade level.

The Superintendent or designee may approve inter-district agreements for the following reasons providing space is available in the relevant grade:

1. When the student has brother(s) or sister(s) attending school in a receiving district, to avoid splitting the family's attendance.
2. To complete a school year when parents/guardians have moved out of the district during that year.
3. To allow students to remain with a class graduating that year from an elementary, middle or senior high school.
4. To let seniors attend the same school they attended as juniors, even if their families moved out of the district during the junior year.
5. To let students of employees working for the Berkeley Unified School District attend district schools.
6. To consider students with documented extenuating circumstances exist.

**Inter-District Permit Criteria**

The Governing Board believes the educational experience available to inter-district students is a privilege. Therefore, the minimum standards for admission, as specified in Education Code 46600(a) are:

1. A record of good attendance
2. No record of either serious or continuing discipline problems
3. Satisfactory academic achievement.

Inter-district permits will be reviewed annually to ascertain that the minimum standards for admission continue to be met. Once an inter-district permit has been granted, it will be reviewed annually, and the student may continue at that school unless the above criteria are violated, or if space at the particular grade level is not available.

**Transportation**

Transportation shall not be provided for students attending on an inter-district agreement.

**Application Process**

All inter-district applicants must submit their applications during the inter-district enrollment period starting March 1st and ending on July 30th of the current school year. All applications are to be considered on a randomize basis.

**Denial of Inter-district Transfer Agreement**

The parent/guardian of a student who is denied a transfer requested pursuant to Education Code sections 46600-46611 shall receive timely notice, in accordance with the law, regarding the process for appeal first to the district Superintendent or designee, and followed by the County Board of Education. Students who are under consideration for expulsion or who have been expelled may not appeal inter-district attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion.

(Education Code 46601)  
(cf. 5119 - Students Expelled from Other Districts).

Josh's suggested additions  
~~Josh's suggested deletions~~

Berkeley USD

BB 9100 Board Bylaws

### Organization

#### Annual Organizational Meeting

The Governing Board shall hold an annual organizational meeting in the first 15 days of December. The Governing Board shall determine the exact date by resolution at the last meeting in November. ~~within the time limits prescribed by law.~~ (Education Code 35143)

At this meeting the Board shall:

1. ~~Elect one of its members to serve as a president and a clerk and/or vice president.~~ **[DISCUSS ANY GUIDANCE WE WANT TO GIVE HERE. SEE SUGGESTION BELOW.]**
2. Appoint a secretary to the Board.
3. Authorize signatures.
4. Develop a schedule of regular meetings for the year.
5. Develop a Board calendar for the year.
6. Designate Board **representatives** or liaisons, as needed, to Board advisory and oversight committees, Board sub-committees, district committees, commissions, community committees and individual school sites.

(cf. 9140 - Board Representatives)

(cf. 9320 - Meetings and Notices)

#### Election of Officers

**The Board shall each year elect one of its members to be vice president. This member shall be one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as vice president, the elected member shall serve one year as president of the Board. The Board each year to elect those who are perceived as most able to provide the kind of leadership needed.**

Comment [1]: Per city charter art v sec 16 and ed code 35143

Comment [2]: I think our contract says that this is the supt.

Comment [3]: Delete section

**When the only members who have not served as officers are new to the Board, the Board may elect as vice president a Board member who has served in office.**

**(cf. 9224 - Oath or Affirmation)**

Legal Reference:

EDUCATION CODE

5017 Term of Office

35143 Annual organizational meeting date, and notice

35145 Public meetings

GOVERNMENT CODE

54953 Meetings to be open and public; attendance

ATTORNEY GENERAL OPINIONS

68 Ops.Cal.Atty.Gen. 65 (1985)

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

**9/92**

Bylaw ~~BERKELEY UNIFIED SCHOOL DISTRICT~~

Adopted: April 20, 2005 ~~Berkeley, California~~

**Updated: \_\_\_\_\_, 2015**

**Attorney**

The Governing Board recognizes the complex legal environment in which school districts operate and desires reliable, ~~dependable legal advice~~ **high-quality legal advice at reasonable rates. In order to meet the district's legal needs, the Board may contract with county counsel, attorneys in private practice, or appoint legal counsel as a district employee or independent contractor.** The Board also supports collaborative legal efforts with other agencies and districts ~~in order to promote the district's interests as appropriate.~~

~~(cf. 1160 - Political Processes)~~

**(cf. 3320 - Claims and Actions Against the District)**

**(cf. 3400 - Management of District Assets/Accounts)**

**(cf. 4312.1 - Contracts)**

**(cf. 9000 - Role of the Board)**

**(cf. 9260 - Legal Protection)**

~~The Board may use the county counsel, district attorney, or private attorneys to meet the needs of the district.~~

~~It is important for the Board to feel that their attorney understands and values the board's unique duties and governance role. Chief legal counsel should be interviewed and selected by the Board and report directly to the Board~~

~~(cf. 9000 Role of the Board: Legal Status and Responsibilities)~~

**Duties of Legal Counsel**

The district's legal counsel may: **(Education Code 35041.5)**

- ~~1. Render legal advice to the Board and the Superintendent or designee.~~
- ~~2. Serve the Board and the Superintendent or designee in the preparation and conduct of district litigation and administrative proceedings.~~

3. Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures-

4. Perform other administrative duties as assigned by the Board and Superintendent or designee-

### **Retaining Legal Counsel**

**When the district is seeking legal advice or representation, the Superintendent or designee shall initiate a Request for Proposals (RFP) to advertise and solicit proposals for legal services. In evaluating the proposals, the Board and Superintendent shall consider the firm's or attorney's background, experience, and reputation in education law; experience advising or representing school districts in California; fees; and experience of attorneys at the firm who will provide legal services.**

Comment [1]: may

**The Board and Superintendent shall annually evaluate the performance of the firm and/or attorneys providing legal services in such areas as efficiency and adequacy of advice; results obtained for the district; reasonableness of fees; and responsiveness to and interactions with the Board, administration, and community. Upon a successful evaluation, the Board may renew the agreement with legal counsel without initiating an RFP.**

Comment [2]: may

**The Board may also contract for temporary, specialized legal services without initiating an RFP when a majority of the Board determines that the unique demands of a particular issue or emergency situation so requires.**

(cf. 2121 - Superintendent's Contract)

### **Contacting Legal Counsel**

**The At his/her discretion, the Board president or Superintendent may confer with the district's legal counsel at his/her discretion and shall provide the Board with desired legal information when so directed by a majority of the Board subject to any limits or parameters established by the Board. The Board also may authorize a specific member to confer with legal counsel on behalf of the Board. In addition, the Superintendent or Board president may contact district legal counsel to provide the Board with legal information or advice when so directed by a majority of the Board.**

Comment [3]: shall

**Individual Board members other than the Board president may not seek advice from district legal counsel on matters of district business unless so authorized by a majority of the Board and/or the President of the Board.**

(cf. 9000—Role of the Board (Powers and Responsibilities)

(cf. 9200 - Limits of Board Member Authority)

(cf. 9321 - Closed Session Purposes and Agendas)

Legal Reference:

#### EDUCATION CODE

35041 Administrative adviser

35041.5 Legal counsel: ~~Relieving duties of county counsel and district attorney~~

#### **35200-35214 Liabilities, especially:**

35204 Contract with attorney in private practice

35205 Contract for legal services

#### GOVERNMENT CODE

814-895.8 Liability of public entities and public employees

995-996.6 Defense of public employees

26520 Legal services to school districts

#### **53060 Special services and advice**

#### **Management Resources:**

#### **CSBA PUBLICATIONS**

**The Brown Act: School Boards and Open Meeting Laws, rev. 2007**

**Maximizing School Board Leadership: Boardmanship, 1996**

#### **NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS**

**Selecting and Working with a School Attorney: A Guide for School Boards, 1997**

#### **WEB SITES**

**CSBA:** <http://www.csba.org>

**California Council of School Attorneys:**  
<http://www.csba.org/LegislationAndLegal/Legal/CaliforniaCouncilofSchoolAttorneys.aspx>

**National School Boards Association:** <http://www.nsba.org>

**State Bar of California:** <http://www.calbar.ca.gov>

**(6/91 12/92) 7/08**

Bylaw ~~BERKELEY UNIFIED SCHOOL DISTRICT~~

Adopted: April 20, 2005 Berkeley, California

**Updated: \_\_\_\_\_, 2015**

**DRAFT**

# Board Bylaw

## Board Committees

BB 9130  
Board Bylaws

### Advisory Committees

#### 1. Intent

The Governing Board may create Advisory Committees for special purposes. It is the intent of the Board to encourage the participation and involvement of the Berkeley community in our public schools. Membership on Board Advisory Committees is an important means of ensuring such participation. Thus, the Board will make efforts to ensure that the composition of all Committees is as representative of the diversity of the Berkeley school community as is practicable.

#### 2. Limitation of Advisory Committees

The Board possesses certain legal powers and prerogatives, which cannot be delegated or surrendered to others. Recommendations of an advisory committee are not, therefore, binding on the Board and must be submitted to the Board for consideration and action. The Board shall ensure that Committees act in accordance with applicable Board policies and local/state/federal laws.

### Tax Oversight Committees. Intent.

#### 1. Intent

The Board has Committees created by or associated with local legislation authorizing collection of taxes for special purposes. Such Committees shall be defined as Tax Oversight Committees. These Committees include (but may not be limited to):

- a. Berkeley Schools Excellence Project Planning and Oversight Committee (BSEP P&O)
- b. Facilities Safety Maintenance Oversight Committee (FSMOC)
- c. Construction Bond Oversight Committee (CBOC)
- d. Other Committees as may be specified by local, state or federal code applicable to school districts. One example of this is covered in Board Policy 3280 which governs the creation and bylaws of the Surplus Site Committee.

#### 2. Charge

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**Comment [1]:** We need to talk about structure of the BB before I can suggest more specific changes.

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Tax Oversight Committees are charged with monitoring the expenditure of the tax monies and ensuring compliance with the terms of the local legislation governing those tax revenues. As part of its charge, the Board shall provide the committees with a timeline for the completion of their charge and designate when and how reports are to be made. Additional charges of each Committee may be specified by statute, committee specific Board policy or by Board-approved Bylaws.

3. Composition and Qualifications

Except where otherwise specified by statute (e.g., BSEP Planning & Oversight Committee or specifically listed in the bylaws as is true for the CBOC) the Board shall determine the composition and the qualifications of membership. Membership in Tax Oversight Committees shall be defined in the individual by-laws, but unless stated otherwise shall not include people who are not residents or property taxpayers of the City of Berkeley, parents of BUSD students, BUSD students, or employees who are not in a conflict of interest position, i.e., individuals, agents of employees or vendors who may stand to gain financially from a recommendation of the Committee. The Committee may form subcommittees to assist the Committee in developing recommendations in specific aspects of its charge. The composition and charge of such subcommittees shall be in accordance with Board approved Bylaws.

4. Term of Appointment

The Board shall appoint members per the by-laws.. If no by-laws exist, members shall be appointed for one year only and terms will expire December 1st each year unless otherwise provided for by the Board. Committee members may be re-appointed to more than one term. Any Committee member who misses three meetings during the year without a valid excuse may be replaced by the appointing individual or appointing group.

5. Members

The Board and/or the Superintendent shall appoint members except where otherwise acted upon by the Board, specified in applicable legislation or Board-approved bylaws. If nothing is specified in the by-laws, each Board Member, including the Student Directors and the Superintendent shall have at least one appointed representative. When the number of members to be appointed by the Board is greater than the number of Board Members, each Board member shall appoint one member; remaining appointments shall be approved by a majority vote of the Board. The Board may, at its discretion, appoint one or two Board Members as Liaison to the Committee. No Board Member may be a voting member to any such committee. The votes of students appointed to committees shall be counted, with the exception of the votes of those students appointed to committees established by the California Education Code.

Board Task Forces

1. Intent

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The Board may create, from time to time, a Task Force to address issues of current concern to the Board. The charge of such a Task Force shall be to assist the Board in the development of policy recommendations for Board consideration. Composition of

A Board Task Force may vary in accordance with the purpose and charge of the Task Force. The Board shall provide the committees with a timeline for the completion of their charge and designate when and how reports are to be made. Such a Task Force shall be dissolved upon completion of its assignment, or it may be dissolved by a vote of the Board at any time. The Board shall reconsider and reaffirm both the charge and membership of each of its Task Forces at the Board's annual organizational meeting.

## 2. Composition and Qualifications

The Board shall determine the composition and the qualifications of membership. The Board shall take care to ensure that members are free of any conflict of interest position and that citizen members outnumber staff.

## 3. Term of Appointment

The Board shall appoint or reappoint Task Force members at the Board's annual organizational meeting. Task Force members may be re-appointed to more than one term. Any member who misses three meetings during the year without a valid excuse may be replaced by the appointing individual or appointing group.

## 4. Members

The Board and/or the Superintendent shall appoint Task Force members except where that authority is otherwise delegated by the Board. Each Board Member, including the Student Directors, and the Superintendent shall have at least one appointed representative. Community members shall outnumber staff members in all Task Forces. When the number of members to be appointed by the Board is greater than the number of Board Members, each Board member shall appoint one member; remaining appointments shall be approved by a majority vote of the Board. Employees serving on a Task Force may be appointed by the Board or, where deemed by the Board to be appropriate to the charge of the Task Force, shall be appointed by their bargaining unit. The Board may, at its discretion, appoint one or two Board Members as Liaison to the Committee. No Board Member may be a voting member to any such committee. The votes of students appointed to committees shall be counted, with the exception of the votes of those students appointed to committees established by the California Education Code.

## Administrative Responsibilities

The administration will provide reasonable levels of support to advisory committees to assist them in the completion of its charge. The Board shall delegate to the Superintendent (or his/her designee), the following responsibilities:

1. Publicize the creation of the Committee and conduct outreach to recruit a group of

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diverse candidates for membership.

2. Designate an appropriate staff person to support the work of the Committee.
3. Provide training and orientation to the Committees shortly following their initial organizational meeting.
4. Provide copies to each member of the committee's charge, roster, Board guidelines, materials pertinent to the Committee/Task Force's charge and, at the request of the appointing party, "conflict of interest" declaration forms
5. Provide assistance to the committee to produce required reports and records.
6. Provide assurance to the Board that committees are acting in accordance with applicable Board policies and local/state/federal laws.

#### Committee Guidelines

The provisions of the Ralph M. Brown Act (Government Code 54950) shall apply to any committee created by formal action of The Board. Committees shall follow the Brown Act. Committees shall not adopt their own rules or by-laws except as authorized by the Board. Committees will observe the following guidelines:

##### 1. Meeting Notice, Time and Place

Advisory Committee meetings shall be in a public place, open to the public, and noticed at least 72 hours in advance (preferably longer). The day and time of meetings shall be agreed upon among the Committee members and the staff. All meetings are open to the public as provided by the Brown Act and shall be held at times of reasonable public access. A closed session may not be convened without the express authority of the Board or its designee.

##### 2. Record keeping

The Committee shall establish a calendar and perform the standard record-keeping functions of such committees, including: having written agendas, recording attendance and minutes of each meeting, recording votes, and disseminating these documents to committee members and the Board.

##### 3. Appointment of Chairperson

Unless otherwise acted upon by the Board or specified in Board approved Bylaws, the Committee shall designate a permanent chairperson. The chairperson shall be an appointed member of the Committee, a Berkeley resident and nonemployee of the district.

##### 4. Conduct of Meetings

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Committees will follow standard meeting procedures (Robert's Rules of Order) with meetings conducted in an open, civil manner.

5. Quorum

Quorum shall consist of no fewer than "one half plus one" of the total number of representatives.

6. Communications with Board

Advisory Committees shall make timely, written, progress reports to the Board pertinent to its charge and timeline as specified by the Board. These reports shall be placed on the Board meeting agenda by the Staff Liaison to the Committee through the Board's regular calendar and agenda process.

Advisory Committees may also be provided an opportunity to address the Board when an item on the Board agenda falls within the subject matter jurisdiction of the Committee and the Committee's statement represents the majority view of the Committee (which may be verified by meeting records). Committee representatives shall notify the Board president prior to the Board meeting of the Committee's intent to speak.

7. Committee Activities

Any public activities to be sponsored by a committee must receive approval by the Board before they can be publicized as a Board-sponsored event.

Chairperson Responsibilities

1. Establish the agenda in conjunction with the staff liaison.
2. Preside at the meeting.
3. Be the designated spokesperson for the committee.
4. Regularly review the Board agenda for items pertinent to the committee's charge.
5. Ensure that the Board liaison to the committee receive regular updates on the work of the Committee.

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35024 Executive committee

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

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54952 Legislative body, definition  
54952.2 Definition of meeting  
54954 Time and place of regular meetings; special meetings; emergencies  
54954.3 Opportunity for public to address legislative body  
ATTORNEY GENERAL OPINIONS  
81 Ops.Cal.Atty.Gen. 156 (1998)  
80 Ops.Cal.Atty.Gen. 308 (1997)  
79 Ops.Cal.Atty.Gen. 69 (1996)

Bylaw BERKELEY UNIFIED SCHOOL DISTRICT  
adopted: March 5, 2003 Berkeley, California

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