

OAKLAND UNIFIED SCHOOL DISTRICT

Board Bylaw

BB 9130

Board Bylaws

Board Committees

The Governing Board may establish Board committees as necessary.

Committee Appointments

All Board committees shall be appointed by the president, subject to advice and consent of the Board. The president shall designate the chairperson of the committee. The vice-chairperson of the committee shall be the senior member in continuous service on the committee. If two or more members began service on the committee concurrently, service seniority on the Board shall determine seniority on the Committee.

Functions of Standing Committees

It shall be the primary function of each standing committee of the Board:

- (a) To undertake and complete such inquiries, investigations and studies as the President or Board may assign to any such committees for the purpose of presenting communications, recommendations, report, motions and other subject matter to the Board.
- (b) To initiate and pursue such inquiries, investigations and studies respecting matters within the province of the committee concerned as may be approved by a majority thereof, for the purpose of eventually directing appropriate communications, recommendations and reports to the Board; provided, however, that no such committee project shall be initiated without informing the Board respecting the general objective and plan of such proposed inquiry, investigation or study, either by statement made by the committee chairperson at open meeting of the Board and recorded in the minutes or by memorandum in writing signed by a majority of said committee and filed with the Board.
- (c) To process and present to the Board, communications, recommendations, reports and other matters submitted by the superintendent of Schools to the Board through the appropriate committee.
- (d) To review motions initiated by Board members and propose amendments as needed, prior to action by the Board.
- (e) To review all budget, legislative and administrative matters relating to the functions of said committee and made recommendations to the Board.

(f) To perform such other duties as may properly be assigned from time to time to any such committee by the Board.

Committee Meetings

Committee meetings shall be held at least monthly at a fixed hour, date, and place. The annual calendar of a committee's meetings shall be adopted not later than the second meeting of the committee following the annual organization meeting of the Board. Committee meetings shall be called and noticed pursuant to Board Bylaws 9320 and 9322.

Committee Staffing

The Superintendent, upon consultation of the Committee Chair by the President and with the President's approval, shall assign senior staff members of the Administration to assist a particular committee of the Board with its work. It shall be the responsibility of the Superintendent and staff so assigned to facilitate and meet the timelines set by the committee for consideration, action and the reporting of committee recommendations to the Board.

Standing Committees

The President of the Board shall appoint the following standing committees, each consisting of less than a majority of the full Board, but not less than three, within thirty days following the annual meeting:

A. Rules and Ethics - This committee shall review and/or propose policy recommendations designed to promote, improve and expedite the business and procedures of the Board and of the committees thereof, and to offer to the Board any amendments to the Rules deemed necessary to accomplish such purposes. The committee shall also propose rules of ethics and amendments thereof for members of the Board and designated members of the administration. The committee also shall handle other matters assigned.

B. Finance and Human Resources - This committee shall review and/or propose the District's annual budget, modifications thereto, policies governing the fiscal integrity of the District, and the handling of bids and contracts for non-instructional technology and services, except facilities and instructional services. The committee also shall be responsible for proposing and reviewing purchasing policies. The committee shall also review and/or propose policies for the hiring, promotion, retention, training and evaluation of employees. The committee shall also be responsible for reviewing and proposing policies regarding collective bargaining issues including reviewing and making recommendations on collective bargaining contracts and other labor-management related issues. Coherent Governance Operational Expectations (OEs) 6, 7, 8 and 9 are assigned to this Committee. The committee also shall handle other matters assigned.

C. Teaching and Learning - This committee shall review and/or propose policies on curriculum, instructional programs and related support services as well as handle bids and contracts for instructional related services, including but not limited to supplementary academic programs and instructional technology for the District. The committee also shall review student services issues and programs, including but not limited to student truancy and related programs except pupil discipline and student safety issues assigned to the Safety Committee. Coherent Governance Operational Expectations (OEs) 11, 12, and 14 are assigned to this Committee. The committee also shall handle other matters assigned.

D. Intergovernmental Relations - This committee shall review and/or propose policies fostering inter-agency collaboration with city, local, state and federal agencies, individuals, public and private groups and corporations; recommend positions to be taken through the legislative process -federal, state, local - on behalf of the District. The committee also shall handle other matters assigned. The members of this committee, by virtue of their appointment, shall also serve as the District's representatives on the City-Schools Education Partnership or successor Committee.

E. Facilities - This committee shall review and/or propose policies governing development and maintenance of the physical facilities and physical infrastructure of the District, the handling of bids and contracts for facilities development, renovation and construction, including but not limited to facilities technology and the sale or lease of real surplus property. Coherent Governance Operational Expectation (OE) 10 is assigned to this Committee. The committee also shall handle other matters assigned.

F. Safety - This committee shall review all recommendations from the Pupil Disciplinary Hearing Panel (PDHP) to the Board including but not limited to the proposed expulsion, suspended expulsion, reinstatement, readmission of a District pupil, or admission of an expelled pupil from another district, and make recommendations thereon to the Board. The Committee shall also make policy recommendation to the Board on safety issues. Coherent Governance Operational Expectation (OE) 13 is assigned to this Committee. The committee also shall handle other matters assigned.

Functions, operations, procedures and rules applicable to Standing Committees except for the Safety Committee and the Rules and Ethics Committee are hereby suspended for a six month period effective January 1, 2012 through June 30, 2012, unless the Board otherwise determines.

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Special Committees

The President of the Board or the Board may appoint special committees, consisting of not more than three members, to undertake and complete such inquiries, investigations and studies of subject matter not assigned to a standing committee for the purpose of presenting communications, recommendations, report, motions and other subject matter to the Board.

Committee Actions

Committees shall only have the power to propose and to recommend action to the full Board. No action of a committee shall establish the official policy or position of the Board regarding any matter. No action of any committee shall be binding upon the Board. All proposals, reports and recommendations from committees shall be scheduled for consideration at a regular or special meeting of the Board. Such motions, reports and recommendations shall be scheduled and noticed for action pursuant to Board By Laws 9320 and 9322.

The committee to which the subject matter is assigned shall at a regular or special meeting of the committee, posted and noticed pursuant to Board By Laws 9320 and 9322, schedule consideration or a hearing on the matter. The proponent of the subject matter shall present draft language of the motion, resolution, recommendation or other matter and background documentation to the committee at the same time the agenda is posted for the committee meeting at which action is to be taken. At the meeting, the committee may take testimony from proponents and opponents of the subject matter.

The committee, following deliberations on the subject matter, may make a favorable written recommendation, including modifications on the matter to the Board. The committee also may vote an unfavorable recommendation on the matter. Subject matter given an unfavorable recommendation by vote of the committee shall not be reported to the full Board, unless discharged as provided herein.

A subject matter not favorably reported from a committee may be discharged from the committee and considered by the Board upon a majority vote of the Board to discharge, provided the subject matter of the discharge has been posted and noticed on a Board meeting agenda.

No motion, resolution, recommendation, order or other subject matter shall be scheduled for action by the full Board unless the subject matter has been first considered in committee, unless such subject matter is subject to Board By Law 9322 (i.e., Suspension of Agenda Posting Requirement) or the rule herein or is ceremonial.

Advisory Committees

The Board of Education by motion, resolution or other formal action may from time to time establish advisory committees on its own motion, as required by state or federal law or regulation advisory committees to advise it or the administration on matters within the subject matter of the Board. Such advisory committees shall function and operate pursuant to the authority of the Board and any and all applicable state, federal laws and regulations.

Advisory committees shall be subject to review and reconstitution by the Board at any time but not later than annually at the second regular meeting in January of each year.