



## CURRICULUM, STANDARDS, INSTRUCTIONAL & STUDENT SERVICES COMMITTEE BYLAWS

I. Name

The name of the committee shall be the Curriculum, Standards, Instructional, and Student Services Committee.

II. Authority

The Curriculum, Standards, Instructional and Student Services Committee, hereinafter referred to as “the committee,” is a standing committee of the San Juan Unified School District Board of Education as established by formal board action and shall operate in compliance with the state’s open-meeting laws (Ralph M. Brown Act). In this regard, a majority of committee members shall not meet at the same time and place to hear, discuss, or deliberate upon any matter within the jurisdiction of the committee, and shall not make any agreement to take or refrain from taking any particular course of action, except during the course of a public meeting.

III. Charge

As directed by the board, superintendent or designee, the committee shall consult and provide advice to the Board of Education and superintendent in an advisory capacity on matters pertaining to curriculum, instructional standards, instructional and student services. Final authority for curriculum, instructional standards, instructional and student services lies with the Board of Education (“board”).

IV. Function

The work of the committee shall be aligned with board priorities and available resources, including staff time. At the board’s direction, the committee may collect information, respond to important issues, review materials and develop recommendations. It may also meet and share information, interpretations or recommendations with other committees and district administration pertaining to curriculum, standards, instruction and student services.

In implementing the charge and functions, the committee shall review items and advise the board regarding:

- A. Alignment of instructional programs with the district’s strategic plan and local control and accountability plan.
- B. Proposed educational programs and course requirements, textbook adoptions, other instructional materials, and related staff development.
- C. Proposed educational programs, projects, standards, curriculum and assessments.
- D. Proposed accountability programs and policies, including student assessment and data review.
- E. District policies and regulations governing student behavior and discipline/climate goals and objectives.

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V. Meetings

- A. Regular committee meetings shall be scheduled during the committee's annual organizational meeting (see section XIII).
- B. Additional meetings of the committee may be called if deemed necessary by the committee chair and staff liaison to ensure adequate time is provided to meet the committee's charge.
- C. All meetings shall be properly agendized in accordance with these bylaws, district policies and the Ralph M. Brown Act.
- D. Meeting locations must comply with district policy and state and federal laws including provisions of the Ralph M. Brown Act.
- E. Meetings shall be conducted using the San Juan Unified Rules of Order as detailed in the appendix of the Board of Education's Governance Handbook.

VI. Voting and Quorum

For the purpose of taking action, a quorum shall consist of a simple majority of the appointed members of the committee. No action may be taken without a quorum; however, the committee may continue to meet and consider topics without a quorum.

VII. Staff Liaison

- A. The superintendent shall appoint a senior administrative staff liaison for this committee.
- B. The staff liaison shall serve as a resource, providing information and materials to the committee, as well as feedback to district administrators from the committee.
- C. The staff liaison, or designee, shall prepare and post agendas for the committee as well as compile minutes of each meeting for the committee's approval.
- D. The staff liaison and other district staff serve under the direction of the superintendent, who prioritizes their time and other resources. Individual committee members shall not direct staff or contact staff to request data or other information. Such requests will come from the committee chairperson to the staff liaison, who will determine if staff resources are available and if the request aligns with the priorities of the superintendent and board.

VIII. Board Liaison

- A. One board member will serve as liaison to the committee and will be a non-voting member of the committee.
- B. The board liaison may provide a brief update at committee meetings at their discretion.
- C. The board liaison will provide clarification to the committee at their discretion as deemed appropriate.

IX. Composition

The committee shall be composed of two appointees from each member of the board.

- A. Each individual board member shall appoint committee members subject to ratification by a majority vote of the board.
- B. One appointee of each board member must reside within the trustee area of the appointing board member.
- C. Committee members may only serve on one board-appointed advisory committee.

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- D. Employees who are represented by an employee group (CSEA, Confidential, Educationally Related Mental Health Worker, SJAA, SJPEC, SJTA, Supervisors, Teamsters) shall not serve as board-appointed members of the committee.

X. Selection of Members

The process of selection of community members is as follows:

- A. The staff liaison will inform the board administrative assistant of all committee vacancies.
- B. The board administrative assistant will inform the appropriate board member of vacancies.
- C. Interested individuals will submit an application to the board administrative assistant. Applications may be submitted at any time, even if an opening is not currently available, and will be kept on file for consideration for the current school year.
- D. Each board member shall appoint two community members to the committee after reviewing their application(s) by notifying the board administrative assistant who shall schedule the appointment for ratification by the board.
- E. The appointment becomes effective upon ratification of a majority of the board.

XI. Term

- A. Committee members shall serve two-year terms.
- B. A committee member may only serve up to three consecutive full terms for a total of six years. Members who are appointed to fill a vacancy may complete up to three full consecutive terms if reappointed. Board members must notify the board administrative assistant of their intent to reappoint and reappointments must be ratified by majority vote of the board.
- C. Terms will begin in August and end in July. Terms shall be staggered such that half of committee members' terms will expire in even-numbered years and the remaining half of committee members' terms will expire in odd-numbered years.
- D. All members should be prepared to attend all regularly scheduled meetings. Two absences from regularly scheduled meetings within the academic school year will initiate a notice to the appointing board member. The appointing board member will determine whether the committee member should continue on the committee.
- E. Newly elected board members will be given the option to appoint their own committee members or continue with the current appointee. New appointments are subject to ratification by a majority vote of the board.
- F. The board member who appoints a committee member may remove that committee member and make a new selection, subject to ratification by a majority vote of the board, at any time by notifying the board administrative assistant.
- G. Civil and appropriate behavior are expected of all committee participants. Committee members who fail to meet the requirements of board policy 0201 and the district's volunteer code of conduct are subject to removal by majority vote of the board.
- H. Any existing committee members who become ineligible to serve upon adoption of these bylaws shall be allowed to complete the remainder of their term, subject to removal by their original appointing board member or under the terms of item F above.

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XII. Vacancies

- A. The staff liaison and board administrative assistant shall collaborate to promptly identify any vacancies on the committee and ensure notification of the appropriate board member(s).
- B. The appropriate board member shall appoint a replacement member to serve the remainder of the term. If the board member fails to make an appointment within thirty (30) days after notification, the board president will serve a written reminder notice of the need to fully staff the committee to the appropriate board member.

XIII. Organizational Meeting

The annual organizational meeting of the committee shall occur at the committee's first meeting of each academic year. The committee shall do all of the following at its organizational meeting:

- A. Establish an annual schedule of regular meetings.
- B. Review the committee bylaws and receive training on the Ralph M. Brown Act.
- C. Elect committee officers. (See section XIV, below.)

XIV. Elections

Elections shall be held during the committee's organizational meeting and the committee shall:

- A. Seek nominations from all eligible members.
- B. With a quorum at the organizational meeting, the committee shall elect by majority vote the following officers:
  - 1. A chairperson who shall be elected for one year and be eligible for re-election for one additional term. The chairperson shall:
    - a. Preside at all meetings.
    - b. Coordinate with the staff liaison in developing each meeting's agenda.
    - c. Work with the staff liaison to ensure compliance with the Ralph M. Brown Act, these bylaws and all district policies and procedures.
    - d. Review a draft of meeting minutes prior to their presentation to the committee.
    - e. Prepare or delegate the preparation of the annual summary report and any committee reports.
    - f. Sign all letters, reports and other communications representing the committee.
    - g. Meet with the board liaison, staff liaison, superintendent and/or board president as needed.
  - 2. A vice chairperson who shall be elected for one year and be eligible for re-election for one additional term. The vice chairperson shall assume the duties of the chair in the chair's absence.
- C. If the committee cannot have an election, or does not reach a majority decision, the board liaison shall select a chairperson to serve until the committee elects a successor.

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- D. If an officer position becomes vacant, the chairperson may appoint any eligible member in good standing to fill the remaining term of the position. If both the chairperson and vice chairperson become vacant at the same time, the board liaison shall appoint officers until such time that the committee can elect new officers at a regularly scheduled meeting.
- E. Training for the chairperson and vice chairperson shall be held annually.

XV. Agendas

To provide consistency in how the public may expect to engage with district committees, the committee's agenda and minutes format will mirror that of the school board and other appointed committees.

A. Visitor Comments

- 1. General visitor comments regarding topics not on the agenda shall be heard prior to the regular committee discussion or action items.
- 2. Visitor comments related to an agenda item shall be heard after the item is presented but prior to discussion by the committee to allow for consideration of comments in the committee's discussion.
- 3. Visitor comments will be limited to two minutes. Time shall be extended for those who require the use of a translator or need other communication supports.
- 4. Visitors must submit a speaker card to the designated committee member or staff person at the meeting informing the committee of their interest to speak.

B. Agenda Items

- 1. Agenda item requests from committee members shall be forwarded to the committee chairperson and staff liaison. If the chairperson and staff liaison jointly determine that the topic meets the charge of the committee, is aligned with current board priorities and staff resources are available, the item shall be placed on a future agenda. The superintendent or superintendent's designee may also place an item on the committee agenda in preparation for a future board discussion.
- 2. If the chairperson and staff liaison are not in agreement that a requested agenda item meets the charge of the committee, is aligned with current board priorities or can be met with available staff resources, the question may be appealed to the superintendent who shall make a final determination.
- 3. To determine if a majority of the board would like committee input on a specific topic, the committee may, after majority vote, request that the board liaison present the topic to the board president and superintendent. At the discretion of the board president and superintendent, the item may be placed on a board agenda for discussion. A majority of the board, through action or consent, may or may not refer the topic back to the committee for further research and discussion.

C. Posting requirements

- 1. Agendas for regular meetings must be posted to the committee's webpage at least 72 hours prior to the meeting.
- 2. Agendas for emergency meetings must be posted at least 24 hours prior to the meeting on the committee's webpage.

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3. Members of the public who require agendas in an alternative format may request accommodations through the committee's staff liaison.

XVI. Annual and Board Reports

- A. The committee chairperson will prepare an annual summary report for the board no later than June 15 of each year.
  1. The report will compare the committee activities and products with its charge and function.
  2. The report should be concise and no longer than one to two letter size pages.
  3. The report will outline work in progress, unforeseen issues and provide a summary of input and feedback collected by and generated from the committee.
- B. The committee chairperson may provide update reports to the board on topics and business directly related to the committee's work.
  1. Written updates may be delivered to board members via email.
  2. Time is provided on each regular agenda of the board of education for board-appointed and other district committees to provide updates. Because the specific committees and topics provided under this agenda item are not agendized in advance for public consideration, updates provided should be brief in nature and for the purpose of informing members of the board. If a topic requires or would benefit from significant board discussion or public participation it must be agendized as a business item on the board agenda and should not be presented as a committee update report. As a courtesy, the committee chair should notify the staff liaison of their intent to provide an update at a board meeting no later than noon on the day of the meeting.

XVII. Budget

The board will determine the budget, which will cover the operating cost of all board advisory committees.

XVIII. Amendments

As the authorizing and appointing body, the Board of Education must approve changes to the committee bylaws. Amendments can be made in one of two ways:

- A. A majority of the committee, at a scheduled and agendized committee meeting, may vote to recommend changes. The staff liaison will present changes supported by a majority vote to the superintendent for consideration and recommendation to the board.
- B. District staff may propose revisions to align bylaws with Board of Education interests, current practices or changes to legal requirements when necessary. Such recommendations will be presented to the committee for input and feedback prior to being placed on the board agenda for consideration.

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11/02/94	Approved by the Curriculum, Standards, Instructional and Student Services Committee
12/13/94	Approved by the Board of Education
03/24/98	Revised/Approved by the Board of Education
11/06/02	Revised/Approved by the Curriculum, Standards, Instructional and Student Services Committee
02/04/04	Revised/Approved by the Curriculum, Standards, Instructional and Student Services Committee
03/23/04	Revised/Approved by the Board of Education
02/02/05	Revised/Approved by the Curriculum, Standards, Instructional and Student Services Committee
04/21/10	Revised/Approved by the Curriculum, Standards, Instructional and Student Services Committee
06/15/10	Revised/Approved by the Board of Education
05/26/15	Revised/Approved by the Board of Education
06/27/17	Revised/Approved by the Board of Education
03/28/23	Revised/Approved by the Board of Education