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 or designee, the Committee shall serve at the pleasure of the Board of Education in an advisory capacity on matters pertaining to curriculum, standards, instructional and student services.

IV. **Function**

Standing committees may, at the Board’s direction, collect information, assemble and respond to important issues, review materials and develop recommendations. They may also share information, interpretations or recommendations with other committees and District administration pertaining to curriculum, standards, instructional and student services.

In implementing the charge and functions, the Committee shall review and make recommendations to the Board regarding:

- Alignment of instructional programs with the Strategic Plan.
- Proposed educational programs, projects, standards, and assessments.
- Proposed graduation and course requirements, textbook adoptions, other instructional materials, and related staff development.
- Proposed accountability programs and policies, including student assessment and data review.
- District policies and regulations governing student behavior and discipline/climate goals and objectives.

The Committee shall also provide written and oral presentations to the Board as requested, or at the committee’s initiative.
V. Voting and Quorum

Staff and guests may address the committee before and during its consideration of an item but do not have voting privileges. 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.

VI. 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.

VII. Composition

➢ The composition of the committee shall be fifteen (15) community members appointed by the Board (three (3) appointed by each board member).

VIII. Selection of Members

The process of selection of community members shall be determined by the Board of Education and is as follows:

1. The Committee Chair will inform the Board Secretary of all Committee vacancies.

2. The Board Secretary will inform the appropriate Board member of vacancies.

3. Each Board member shall appoint three community members to the Committee.

IX. Term

Committee members shall serve two-year terms. All terms will end on June 30. Terms shall be staggered such that eight (8) members’ terms will expire in even-numbered years and seven (7) members’ terms will expire in odd-numbered years.

Members may be reappointed for additional terms if mutually agreeable to the member and to the Board member making the appointment.

Members should be prepared to attend all regularly scheduled meetings. Five absences from regularly scheduled meetings in the past twelve months will initiate a vacancy recommendation to the appointing Board member. The appointing Board member will determine whether the committee member should continue on the Curriculum, Standards, Instructional and Student Services Committee.

X. Vacancies

The Committee Chair shall be responsible for informing the Board Secretary of all vacancies. 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 reminder notice of the need to fully staff the Committee to the appropriate Board member.

XI. Organizational Meeting

The annual organizational meeting of the Committee shall occur at the Committee’s first meeting in September of each year. The Committee shall do all of the following at its organizational meeting:
A. Establish an annual schedule of regular meetings. At least one regular meeting shall be scheduled each month, except for the months of July and August. The committee may schedule additional meetings if desired, and may also cancel regular scheduled meetings lacking a quorum or business to conduct.

B. Elect a chairperson for a term of one year. Develop a process so the position of chairperson is rotated annually. The chairperson shall be responsible for coordinating with staff liaison and the committee secretary in developing each meeting’s agenda; for conducting the meeting and working with the liaison to ensure compliance with the Brown Act; for reviewing a draft of the meeting minutes; and shall also be responsible for preparing or delegating the preparation of the annual summary report and any committee reports.

Additionally, during this meeting, the Chair will select an assistant chair, who shall assist the Chair in fulfilling his/her responsibilities, and who shall conduct the meeting in the absence of the Chair.

XII. Agendas

Requests for items to be placed on the agenda should be directed to the committee chair who, upon determination that the item(s) meets the charge of the committee, will place it on the agenda.

XIII. Annual Report

The Committee Chair will prepare an annual summary (ideally, 1-2 pages) report for the Board of Education no later than November 1 of each year. This report should compare Committee activities and products with its charge and function. The report should provide a summary of recommendations, unresolved issues, and proposed or upcoming areas of action by the Committee. This report will outline work in progress, foreseen issues, and summary of recommendations, citing advantages and disadvantages of each. The report should also contain a recommendation for continuation, modification or termination of the Committee.

XIV. Budget

The Committee Chair shall submit all budget requests to the Board President by May 1 for consideration in the subsequent fiscal year budget. The Board of Education shall approve, modify, or deny all Committee budgets.