January 14, 2015

TO: Santa Clara County Board of Education
FROM: Anna Song, Chair, Policy Development Subcommittee
VIA: Jon R. Gundry, County Superintendent of Schools
SUBJECT: Second Reading of Revised Board Bylaw 9130.1

Associated Goals
GOAL 4: Improve organizational effectiveness and efficiency

Background

On November 19, 2014 the Policy Development Subcommittee met and approved the revision of the following Board Bylaw:

BB 9130.1 Standing Committees

Bylaw updated to address the meeting schedules for all board subcommittees addressed in this policy and to clarify language of voting members of the Policy Development Subcommittee.

Fiscal Implications

The proposed revision has no fiscal implications.

Requested Action

Second reading and adoption of revised Board Bylaw 91301.1.
Santa Clara County Office of Education
Board Bylaw
Standing Committees

BB 9130.1
Board Bylaws

A standing committee is a continuing committee established by a motion and vote of the Santa Clara County Board of Education (County Board) with general authority to consider issues which fall within the County Board's subject matter jurisdiction.

Standing committees with a continuing subject matter jurisdiction include, but are not limited to, those responsible for providing advice on finance, budget, audits, contracts, personnel matters within the County Board's jurisdiction, Board policy, governmental relations, curriculum development and program evaluation, at the County Board's request.

Composition and Responsibilities of Standing Committees

The County Board has three permanent standing committees:

1. Budget Study Committee
2. Joint Legislative Advisory Committee
3. Policy Development Subcommittee

Budget Study Committee

The Budget Study Committee shall:

1. Consist of the following:
   a. The Santa Clara County Superintendent of Schools (County Superintendent) who shall serve as chair
   b. Three members of the County Board, appointed by the County Board president on a yearly, rotating basis (per Board Bylaw 9130)
   c. The Chief Officers of each branch
   d. Two representatives from the Service Employees International Union (SEIU), Local 521, and
   e. Two representatives from the Association of County Educators/California Teachers' Association (ACE/CTA).
2. Examine budget issues, provide information, and develop suggestions that will assist the County Board in adopting a sound annual budget. Study state and federal legislation and taking a proactive approach to budget issues at the state and federal level. Inform the County Board about budget issues, as well as about forecasts, assumptions, and trends expected to affect the future funding of SCCOE programs. Suggest fiscal strategies to assist the County Board in the adoption of a sound annual budget towards fulfilling the implementation of the SCCOE's vision, goals, and long-range plan.

3. The Budget Study Committee may vote to approve or prioritize information and suggestions related to budget issues to take forward to the County Board for its consideration. The committee shall not participate in the development of the SCCOE's annual budget; budget development is the responsibility of the County Superintendent pursuant to the Education Code and the California Administrative Code, Title 5.

4. Adopt a yearly calendar of its regular meetings by January 31st of each year. By action of the committee, the committee may deviate from its adopted calendar for the convenience of its members or for other reasons.

Joint Legislative Advisory Committee

The Joint Legislative Advisory Committee shall:

1. Consist of the following:

   a. The County Superintendent or designee

   b. Three members of the County Board, one being the County Board member appointed to the CSBA Delegate Assembly

   c. The Chief Officers of each branch

   d. Two representatives from the Service Employees International Union (SEIU), Local 521, and

   e. Two representatives from the Association of County Educators/California Teachers' Association (ACE/CTA)

2. The committee shall:

   a. Have a Committee Chair selected on an annual basis per Board Bylaw 9130.

   b. Provide the County Board and County Superintendent with its views and perspectives on legislative issues, and provide assistance to the SCCOE in responding to and initiating legislation related to education in those instances when
common ground among the various members has been identified and legislative advocacy efforts will be of benefit to the SCCOE.

c. Adopt a yearly calendar of its regular meetings by January 31st of each year. By action of the committee, the committee may deviate from its adopted calendar for the convenience of its members or for other reasons.

d. Invite, when necessary, the SCCOE Lobbyist to provide updates on current legislative activities.

Policy Development Subcommittee

Policy Development Subcommittee shall:

1. Consist of the following:
   a. The County Superintendent or designee
   b. Three members of the County Board; the Vice President of the County Board shall serve as the Committee chair
   c. The Chief Officers of each branch
   d. Two representatives from the Service Employees International Union (SEIU), Local 521, and
   e. Two representatives from the Association of County Educators/California Teachers' Association (ACE/CTE).

2. Develop, review, update, and revise County Board Policies and Bylaws that reflect the stated philosophical beliefs of the County Board, the desires of the community, and the best advice of SCCOE staff. County Board Policies and Bylaws shall determine the scope and nature of the services and programs of the SCCOE and provide policy leadership in the operations of the SCCOE. Motions made during Policy Development Subcommittee meetings shall only be made by members of the County Board. The Policy Development Subcommittee may not take formal action on existing or proposed policies or bylaws, but rather may make recommendations for such action to the County Board.

3. Adopt a yearly calendar of its regular meetings by January 31st of each year. By action of the committee, the committee may deviate from its adopted calendar for the convenience of its members or for other reasons.
Standing Committee Operations

The schedule for each standing committee shall be established by the County Board appointed Chairperson by January 31st of each year.

The County Superintendent or designee shall be responsible for preparing meeting agendas and ensuring compliance with all open meeting, notice and public participation requirements of the Brown Act. (Government Code 54954).

Parents, staff, community members, legal counsel, and other individuals may be invited to attend meetings to provide input.

Meeting minutes shall be recorded for all Standing Committee meetings and distributed to the County Board and County Superintendent.

In certain cases, the County Board or County Superintendent may request a Standing Committee to form an ad hoc or task force to address a specific issue. The meetings of such advisory groups, which are not standing bodies, shall be bound by the requirements of the Brown Act, unless they consist solely of less than a quorum of members of the County Board.

Legal References:
EDUCATION CODE
1040  Duties of county boards
1042 Additional powers
35160  Authority of governing boards
35160.1  Broad authority of school districts
GOVERNMENT CODE
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
Standing committees with a continuing subject matter jurisdiction include, but are not limited to, those responsible for providing advice on finance, budget, audits, contracts, personnel matters within the County Board's jurisdiction, Board policy, governmental relations, curriculum development and program evaluation, at the County Board's request.

Composition and Responsibilities of Standing Committees

The County Board has three permanent standing committees comprised of 13 members each, they are:

1. Budget Study Committee

2. Joint Legislative Advocacy-Advisory Committee

3. Policy Review Committee Development Subcommittee

Budget Study Committee

The Budget Study Committee shall:

1. Consist of the following:

   a. The Santa Clara County Superintendent of Schools (County Superintendent) who shall serve as chair

   b. Three members of the County Board, appointed by the County Board president on a yearly, rotating basis (per Board Bylaw 9130)

   c. The Chief Officers of each branch

   d. The Budget Officer who shall serve as the ex-officio secretary (non-voting)

   ed. Two representatives from the Service Employees International Union (SEIU),
Local 521, and

Two representatives from the Association of County Educators/California Teachers' Association (ACE/CTA).

2. Examine budget issues, provide information, and develop suggestions that will assist the County Board in adopting a sound annual budget. Study state and federal legislation and taking a proactive approach to budget issues at the state and federal level. Inform the County Board about budget issues, as well as about forecasts, assumptions, and trends expected to affect the future funding of SCCOE programs. Suggest fiscal strategies to assist the County Board in the adoption of a sound annual budget towards fulfilling the implementation of the SCCOE's vision, goals, and long-range plan.

3. The Budget Study Committee may vote to approve or prioritize information and suggestions related to budget issues to take forward to the County Board for its consideration. The committee shall not participate in the development of the SCCOE's annual budget; budget development is the responsibility of the County Superintendent pursuant to the Education Code and the California Administrative Code, Title 5.

4. Adopt a yearly calendar of its regular meetings by January 31st of each year. By action of the committee, the committee may deviate from its adopted calendar for the convenience of its members or for other reasons.

Joint Legislative Advocacy-Advisory Committee

The Joint Legislative Advocacy-Advisory Committee shall:

1. Consist of the following:
   
a. The County Superintendent or designee

b. Three members of the County Board, one being the County Board member appointed to the CSBA Delegate Assembly

c. The Chief Officers of each branch

d. The Budget Officer who shall serve as the ex-officio secretary (non-voting)

e. Two representatives from the Service Employees International Union (SEIU), Local 521, and

f. Two representatives from the Association of County Educators/California Teachers' Association (ACE/CTA)

2. The committee shall:
a. Have a Committee Chair selected on an annual basis per Board Bylaw 9130.

b. Provide the County Board and County Superintendent with its views and perspectives on legislative issues, and provide assistance to the SCCOE in responding to and initiating legislation related to education in those instances when common ground among the various members has been identified and legislative advocacy efforts will be of benefit to the SCCOE.

c. **Meet four times a year.** Adopt a yearly calendar of its regular meetings by January 31st of each year. By action of the committee, the committee may deviate from its adopted calendar for the convenience of its members or for other reasons.

d. Invite, when necessary, the SCCOE Lobbyist to provide updates on current legislative activities.

| **Policy Review-Development Subcommittee** |

| **Policy Review-Committee Development Subcommittee** shall: |

1. Consist of the following:

   a. The County Superintendent or designee

   b. Three members of the County Board; the Vice President of the County Board shall serve as the Committee chair

   c. The Chief Officers of each branch

   d. **The Budget Officer who shall serve as the ex-officio secretary (non-voting)**

   e. **Two representatives from the Service Employees International Union (SEIU), Local 521, and**

   f. **Two representatives from the Association of County Educators/California Teachers' Association (ACE/CTE).**

2. Develop, review, update, and revise County Board Policies and Bylaws that reflect the stated philosophical beliefs of the County Board, the desires of the community, and the best advice of SCCOE staff. County Board Policies and Bylaws shall determine the scope and nature of the services and programs of the SCCOE and provide policy leadership in the operations of the SCCOE. **Motions made during Policy Development Subcommittee meetings shall only be made by members of the County Board.** The Policy Review-Committee Development Subcommittee may not take formal action on existing or proposed policies or bylaws, but rather may make recommendations for such action to the County Board.
3. **Adopt a yearly calendar of its regular meetings by January 31st of each year. By action of the committee, the committee may deviate from its adopted calendar for the convenience of its members or for other reasons.**

Meet on a quarterly basis, such meetings shall be aligned with the quarterly policy updates from the California School Boards Association (CSBA).

**Standing Committee Operations**

The schedule for each standing committee shall be established by the County Board appointed Chairperson by January 31st of each year.

The County Superintendent or designee shall be responsible for preparing meeting agendas and ensuring compliance with all open meeting, notice and public participation requirements of the Brown Act. (Government Code 54954).

Parents, staff, community members, legal counsel, and other individuals may be invited to attend meetings to provide input.

Meeting minutes shall be recorded for all Standing Committee meetings and distributed to the County Board and County Superintendent.

In certain cases, the County Board or County Superintendent may request a Standing Committee to form an ad hoc or task force to address a specific issue. The meetings of such advisory groups, which are not standing bodies, shall be bound by the requirements of the Brown Act, unless they consist solely of less than a quorum of members of the County Board.

**Legal References:**

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ATTORNEY GENERAL OPINIONS

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Bylaw adopted: November 2, 2011

SANTA CLARA COUNTY OFFICE OF EDUCATION
San Jose, California