

BERKELEY UNIFIED SCHOOL DISTRICT
BERKELEY SCHOOLS EXCELLENCE PROGRAM (BSEP)
PLANNING & OVERSIGHT (P&O) COMMITTEE BYLAWS

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APPENDICES

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(Measure A of 2006)

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I. Name of Committee

The name of the committee shall be the BSEP Planning and Oversight (P&O) Committee.

- Present these budget recommendations to the Board of Education for review and action as part of the BSEP Annual Plan.

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V. Responsibilities of P&O Representatives and Alternates

The responsibilities of Representatives to the P&O include:

- Attending P&O meetings;
- Making arrangements for an Alternate to attend any P&O meeting(s) which the Representative is unable to attend;
- Reporting to the P&O on the current status of School Governance Council matters at their site (except at Berkeley High School, where the Representatives report on the status of the BHS BSEP Site Committee); and
- Reporting back to the site School Governance Council after each P&O meeting. At the high school the Representatives shall report back to the BHS BSEP Committee and to the School Governance Council.
- Serving on P&O Subcommittees

VI. Membership

The P&O shall be a district-wide committee composed of parents/guardians, staff members, students, residents or community members representing all school sites and an elected Chair. P&O membership shall consist of:

- One Representative and one Alternate for each elementary school;
- Two Representatives and two Alternates for each middle school;
- Four Representatives and four Alternates for Berkeley High School;
- One Representative and one Alternate for the Pre-K program;
- One Representative and one Alternate for the Berkeley Technology Academy;
- One Representative and one Alternate for the Independent Study Program.

Alternates are to represent the school sites when the selected Representative is absent.

VII. Selection of Representatives and Alternates

Representatives and Alternates for each elementary school, each middle school, the Pre-K Program, the Berkeley Technology Academy and the Independent Study Program to the P&O shall be chosen by each School Governance Council (SGC) during the month of October each year, as soon as the SGC election has taken place.

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amended at any time by a majority vote of the Committee or by decision of the P&O Chair(s).

XVII. Meeting Frequency, Notice, Time & Place

The P&O shall meet no fewer than six times a year. The Committee shall follow the Ralph M. Brown Act (Government Code 54950). Meetings shall be in a public place, held at times of reasonable public access, open to the public and noticed at least 72 hours in advance (preferably longer).

A closed session may not be convened without the express authority of the Board or its designee.

XVIII. Conduct of Meetings

Except where specified by Law, Board Policy or in these bylaws, the P&O will follow standard meeting procedures (e.g. Roberts Rules of Order) with meetings conducted in an open and civil manner.

XIX. Record Keeping

The Committee shall perform the standard record-keeping functions including: having written agendas, recording attendance and minutes of

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XXI. Amendment or Suspension of Bylaws

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and Second Interim Reports, and an Annual Report of the previous year (by November 1st).

- Supporting school sites in holding School Governance Council