

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

- I. Name of the Committee
- II. Purpose
- III. Primary Responsibilities of the P&O Committee
- IV. Additional Responsibilities of the P&O Committee
- V. Responsibilities of P&O Representatives and Alternates
- VI. Membership

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## APPENDICES

Appendix A: Complete Text of the  
(Measure A of 2006)

BERKELEY UNIFIED SCHOOL DISTRICT  
BERKELEY SCHOOLS EXCELLENCE PROGRAM  
PLANNING AND OVERSIGHT COMMITTEE BYLAWS

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.

## BSEP PLANNING AND OVERSIGHT COMMITTEE BYLAWS

### 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.



# BSEP PLANNING AND OVERSIGHT COMMITTEE BYLAWS





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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

# BSEP PLANNING AND OVERSIGHT COMMITTEE BYLAWS

## XXI. Amendment or Suspension of Bylaws

## BSEP PLANNING AND O



## BSEP PLANNING AND OVERSIGHT COMMITTEE BYLAWS

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

- Supporting school sites in holding School Governance Council